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MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 10, 1998

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 10, 1998 at 2:00 p.m. in the Meeting Room at the Dunbar Public Library.

The following members were present:

Mrs. Chilton	Mr. Smith
Ms. Graff	Ms. Tarr
Ms. Hemmings	Mr. Tyree
Mrs. Poffenbarger	Mr. Walters
Mrs. Rugeley	Ms. Whitehead

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant.

Mrs. Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Mrs. Paul Franke, Ms. Betsy Trammell and Ms. Sue Shawkey from the Woman's Kanawha Literary Club; Senator Jack Buckalew; Delegate Shelly Capito; Delegate Ron Walters; Ms. Caroline Cloer from the St. Albans Public Library Board; Mr. Martin Jones from the Sissonville Branch Library Board; Ms. Debra Whanger from the Cross Lanes Branch Library Board; and Mr. Jack Gessel, Mayor of St. Albans and Ms. Gessel.

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The President introduced those Board members present.

Correspondence. Ms. Rugeley read a letter from Ms. Phyllis Carter, Board member, resigning her position on the Board effective immediately. After a motion by Mr. Walters, seconded by Ms. Poffenbarger and unanimously carried, the resignation was accepted with regret. A copy of the letter is hereby attached to the minutes of the meeting.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Walters, and unanimously carried, the minutes of the June 8, 1998 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $54,471.90 and General Bills in the amount of $117,500.39 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,021.15 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director and asked for the Library Director's Annual Report for Fiscal Year 1997/98. Ms. Wright noted some of the accomplishments during the past year.

The Annual Report for fiscal year 1997/98 is hereby attached to the minutes of the meeting.

Ms. Wright then introduced the following staff members who made presentations to the Board:

- Terri McDougal, Children's Department Head, Patty Bergeron, Branch Children's Programmer and Pat Abbott, Sissonville Branch Manager shared an overview of the boxed programs used for children's programs.

- Traletta Wallace, Glasgow/Marmet Branch Manager and four VolunTEENS presented parts of three puppet shows.

- Susanna Holstein, Elk Valley Branch Librarian, Tammy Parker, Clendenin Branch Manager and Sandra Turner, Dunbar Branch Librarian shared their activities in working with local schools.

- Elizabeth Fraser, Assistant Department Head in Reference spoke on the Electronic Resources the Library has available through the Internet website.

The President thanked all staff for their hard work throughout the 97/98 fiscal year. Special acknowledgments went to: Elizabeth Fraser for receiving the Cybrarian award, Jane Hughes; Julie Spiegler and audiovisual staff, Terry Mullins, Extension

Department Head/Riverside Librarian; Karen Arnett and automation staff, Alice Riecks and staff at the Cross Lanes Branch, and special thanks went to Dr. Fred Ranson for his work throughout the Cross Lanes building project.

The regular portion of the meeting resumed.

New Business:

1. Public Services Committee. Ms. Wright reported that the Public Services Committee agreed upon a four day holiday for staff during Christmas. Ms. Wright reported that a suggestion to close the facilities on Saturday, December 26 came out of the FOCUS Committee, a group made up of KCPL Department Heads and Branch Managers. The group has suggested this four day weekend for the Library to be closed and has recommended to be open on Sunday, January 3, a day the Library is normally closed. Full-time staff members will still work 22.5 hours the week of December 21 resulting in no additional holidays than the approved seven. Each location agreed to make arrangements to empty the bookdrops during the closure for the holiday.

Ms. Wright discussed a change to the Code of Patron Behavior. After discussion and upon a motion by Mrs. Chilton, seconded by Mrs. Poffenbarger and unanimously carried, a change in item #8 of the Code of Patron Behavior was adopted. A revised copy of the Code is hereby attached to the minutes of the meeting.

2. Nominating Committee. Ms. Poffenbarger reported that the Nominating Committee recommends the following slate of officers for 1998/99:

- Mrs. Virginia Rugeley - President
- Dr. Kenneth Bailey - First Vice President
- Mr. T. D. Kauffelt - Second Vice President
- Ms. Linda G. Wright - Secretary/Treasurer
- Mr. Fred Ranson – Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion by Ms. Poffenbarger, seconded Ms. Graff, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

New Business.

1. Board Member Recognition. Mrs. Rugeley thanked Mrs. Sloan, who is stepping down from the Board of Directors, for the years of service, faithful attendance and devotion to the Library. Upon a motion by Mr. Smith, seconded by Ms. Poffenbarger and unanimously carried, the following resolution was adopted:

WHEREAS, Mrs. Frances Sloan has served Kanawha County Public Library with ability and dedication as a member of the Board of Directors since 1990; and

WHEREAS, Mrs. Frances Sloan has furthered the aims and purposes of this institution by her conscientious service as a member of this Board and as a member of several committees of this Board; and

NOW THEREFORE BE IT RESOLVED, That this expression of appreciation and esteem be spread upon the minutes of this meeting and that a copy be presented to our colleague.

Mrs. Sloan will continue to serve on several of the standing committees of the Board.

2. Election of Board Members for the Library Foundation of Kanawha County, Inc. Ms. Tarr presented the following resolution:

RESOLVED, That in accordance with Article VI, Section 6.1 of the Bylaws of the Library Foundation of Kanawha County, Inc. the following individuals be nominated and elected to serve on the Foundation's Board of Directors for the following terms:

John L. Ray - six year term which expires 06/30/04

Martha G. Wehrle - six year term which expires 06/30/04

Upon a motion by Ms. Poffenbarger, seconded by Ms. Graff, and unanimously carried the above resolution was adopted.

3. Announcement. Mrs. Rugeley announced that a special meeting is planned for Monday, July 20, 1998 at 4:00 PM at the Charleston Library in the Board Room to address Cross Lanes issues. Board Members will be notified by Friday, July 17, 1998 if the meeting is canceled.

There being no further business, the meeting adjourned.

Virginia N. Rugeley
President

Linda T. Wright
Secretary

Phyllis H. Carter, L. C.

Attorney at Law

) Admitted to
Practice In
nia, Arkansas

815 Quarrier Street
220 Morrison Bldg.
Charleston, WV 25301

(304) 345-1575
FAX (304) 345-1576

June 29, 1998

Mrs. Virginia Rugeley
President
Kanawha County Public Library Commission
123 Capitol Street
Charleston, West Virginia 25301

Dear Mrs. Rugeley:

As you know, I have served on the Kanawha County Public Library Board of Directors since July 1, 1994. Since I started working for the West Virginia Division of Juvenile Services, as its Director, I have not been able to devote as much time to the Board as I have in the past.

Therefore, it is with great regret that I submit my resignation. Thank you for letting me serve on the board.

Best of luck in the future.

Sincerely,

Phyllis H. Carter

Phyllis H. Carter

Kanawha County Public Library System

Code of Patron Behavior

It is the policy of the Board of Directors of the Kanawha County Public Library system that all necessary steps be taken to assure patrons and staff that they will find the facilities of the Kanawha County Public Library peaceful, comfortable, and safe places in which to read, study, browse or work. To implement this policy, the following Code of Patron Behavior is adopted and shall remain in force until modified by the Library Board of Directors.

1. Respect for the rights of other library users shall prevail at all times. This is the keystone of the Code of Patron Behavior.
2. All library materials must be properly charged out.
3. Disruptive behavior is prohibited, including, but not limited to the following:
   - A. Physical action or the threat of physical action that could cause injury to patrons or staff or damage to library property.
   - B. Verbal abuse toward patrons and/or staff.
   - C. Obscene language.
   - D. Extended or loud speaking or noise that is disruptive to patrons and/or staff.
   - E. Lewd or suggestive words or actions to patrons and/or staff.
   - F. Voyeurism and/or exhibitionism.
   - G. A repeated pattern of behavior in the building that is disturbing or threatening to patrons and/or staff.
   - H. A pattern of napping or sleeping.
   - I. Actions suggesting the influence of alcoholic, hallucinogenic or other controlled substance.
   - J. Running and/or rough-housing in the library building.
   - K. Sitting on walls or steps (both inside and outside the building) or any activity that obstructs patrons from entering or exiting the building is prohibited
   - L. Skateboarding, roller skating on library property, wading in and/or sitting on the fountain is prohibited.
   - M. Tables, chairs and other furniture are not to be moved.
   - N. No more than four (4) people are to sit at a table.
4. Weapons of any kind are prohibited on library property.
5. Patrons shall not bring food and/or beverage into the building nor consume the same within the building.
6. Use of a public restroom for such purposes as shaving, bathing, washing/drying clothes, etc., is prohibited.
7. Patrons shall not smoke within the building.
8. Pets may not be brought into the building except for registered service animals and/or for special events.
9. Any adult entering the Library must wear a shirt and shoes. Children without shirt and/or shoes may enter, but not stay for more than a few minutes.
10. Commission of any offense which would constitute a misdemeanor or felony under the criminal laws of the City of Charleston or State of West Virginia is prohibited.
11. Persons whose personal hygiene is a source of disturbance to other patrons or staff and/or interferes with other patrons' use of the library shall be barred from the library building until the source of the disturbance is removed.
12. The Library is not responsible for book bags, briefcases, purses, coats, or other personal belongings left unattended.
13. Behavior or activity by non-library personnel which implies that the library facility is a person's place of business or employment, or that their activity is sponsored or endorsed by the Library will not be tolerated.
14. Solicitation is prohibited.
15. Videotaping or the taking of pictures is prohibited unless prior authorization has been given by the Library Director or Administrative Services Officer.

In the event of a violation of this Code of Patron Behavior, sanctions may be in the form of a warning or a request to leave the library building or a call to the police or other legal action as, in each instance, seems most appropriate.

Adopted April 9, 1981
Amended March 11, 1985, September 14, 1987, October 12, 1992, July 10, 1998

Children's Department Supplement

1. Adults unaccompanied by children may not use the Children's Department as a general reading or study area. This rule may be waived by the Department Head under special circumstances.
2. A parent or other adult accompanying a child or children in the Library is expected to prevent the child from running loose, making excessive noise, pulling books from shelves or otherwise behaving disruptively. If the parent or accompanying adult cannot control the behavior of the child, both will be asked to leave the Library.
3. The Children's Department is not meant to be a substitute baby-sitter. Children unaccompanied by parent(s) or other adult(s) are welcome to remain in the department as long as desired provided the child is busy reading, writing, doing school/library work. Children who become boisterous, undisciplined or uncontrollable, may be asked to leave and/or parent/guardian notified to pick up the child as soon as possible.

Adopted by the Board of Directors, Kanawha County Public Library, on April 8, 1981

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 20, 1998

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 20, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey
Ms. Chilton
Ms. Glasser
Ms. Graff
Mr. Kauffelt
Mr. Moss
Mrs. Poffenbarger
Mrs. Rugeley *(via conference call)*
Mr. Smith
Mr. Stewart
Ms. Tarr
Mr. Walters
Mrs. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special Guests: Mr. Chris Winton, attorney, and Mr. Tom Worlledge, Silling Associates, Inc.

The only item of business was to discuss the construction contract for the new Cross Lanes Branch Library.

Dr. Kenneth Bailey, First Vice President, called the special meeting to order. Ms. Wright gave a brief background of the course of action that has taken place in the past two months.

Mr. Chris Winton followed up by discussing options available to the Board and his recommendation.

After much discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Glasser and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors has the opinion that sufficient cause exists to terminate the contract dated August 25, 1997 between the Board and Dursco Contractors, Inc., of Cincinnati, Ohio for the construction of the branch library building at Cross Lanes, West Virginia; and

FURTHER RESOLVED, That the President of the Board or the First Vice President in her absence or other designees of the President are authorized and directed to take any and all steps they deem necessary and proper to terminate the contract dated August 25, 1997, to handle any existing or future arbitration or litigation concerning the contract, to make claim including by filing new actions which may reasonably be advisable against the contractor,

any bonds or sureties, or any other parties, to recover any amounts owed the Board including liquidated damages, and to otherwise make arrangements to complete the construction of the building with all deliberate speed.

There being no further business, the meeting was adjourned

First Vice President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 10, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 10, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Smith
Ms. Glasser	Mr. Tyree
Mrs. Poffenbarger	Mr. Walters
Mrs. Rugeley	Mrs. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special Guest: Chris Winton, attorney.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Annual Meeting and Special Meeting Minutes. Upon a motion by Mr. Walters, seconded by Mr. Tyree, and unanimously carried, the Minutes of the annual meeting held July 10, 1998 and special meeting held July 20, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bailey, seconded by Mrs. Poffenbarger, and unanimously carried, the payment of Book Bills in the amount $89,096.97 and General Bills in the amount of $111,445.83 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,896.96 duly certified and approved in accordance with the bylaws and on motion of Dr. Bailey, seconded by Mrs. Poffenbarger, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

The Bookmobile participated in the Kanawha County Fair at Shawnee Park on July 15. Also an unscheduled visit by a Metro East reporter to the Bookmobile resulted in a very positive article about this service.

Terry Mullins, Riverside Branch Librarian, joined the other Riverside partners in giving a presentation about the library to the Riverside faculty.

The Summer Reading program concluded with over 2500 children attending programs in July. I attended programs at Glasgow and Cross Lanes and the Finale held at Shawnee Park on July 31.

Approximately 2500 hours of volunTEEN service were given in July. Elk Valley alone had almost 1100 hours of volunTEEN assistance.

The Leadership Challenge workshops are continuing for all supervisors. During August the third module is being presented entitled "leading people". I have continued to work some each month in a department or branch. In the last three months I have worked in Technical Services, Audiovisual and Marmet.

Report of Committees:

1. Financial Affairs Committee. After discussion and upon a motion by Mr. Smith, seconded by Dr. Bailey and unanimously carried the following resolutions were adopted:

RESOLVED, That up to $10,000 of the Rare Book Special Fund may be used for the purchase of subscriptions to electronic information resources during the 1998/99 fiscal year.

RESOLVED, That the Library Director and the Administrative Services Officer are hereby authorized to seek bids/quotes for the items listed below and to purchase the same from the lowest responsible bidder.

ITEM	ESTIMATED COST
Truck for branch delivery	$27,000
Video/Data Projector	8,500

RESOLVED, That the FY 1998-99 budget be supplemented by $21,079 in State grant-in-aid funds for the operation of the Nitro Public Library.

RESOLVED, That 30 boxes of audiovisual cases be declared surplus property and be given away at the 1998 Regatta Booksale.

RESOLVED, That the amounts listed below which were encumbered or unexpended during FY 97/98 are hereby authorized to be carried forward into the budget for FY 98/99.

ADA FURNITURE & EQUIPMENT	$644.80
ADVERTISING	810.00
AUDIT	3,300.00
AUTOMATION EQUIPMENT	16,285.99
AUTOMATION REPAIR & MAINTENANCE	2,220.00
AUTOMATION SOFTWARE	3,869.00
BOOKMOBILE MAINTENANCE	361.86
BOOKSALE	7,685.89
BUILDING CONSTRUCTION CL	207,816.95
BUILDING IMPROVEMENTS	19,872.00
BUILDING REPAIR & MAINTENANCE	31,838.85
CAPITAL RESERVE	356,636.00
COLLECTION MATERIALS	64,150.00
COMPUTER EQUIPMENT-AUTOMATION	2,414.00
COMPUTER EQUIPMENT-VEND CARD	21,000.00
COMPUTER SOFTWARE-TECHNICAL SERVICES	1,340.00
EDUCATION	6,000.00
FICA	500.00
FLOOD RECOVERY-CN	25,157.72
FREIGHT	210.00
FURNITURE & EQUIPMENT	27,056.31
FURNITURE & EQUIPMENT-CL	500.00
HEALTH INSURANCE	13,715.00
HOUSEKEEPING SUPPLIES	458.65
LIBRARY SUPPLIES	945.18
LIBRARY SUPPLIES-CL	200.00
MISCELLANEOUS	950.00
OFFICE SUPPLIES	83.66
OFFICE SUPPLIES-CL	400.00
PRINTING	464.00
PROFESSIONAL FEES	2,443.00
PROGRAMS	370.00
RESERVE FOR COLLECTION IMPROVEMENT	57,940.00
RESERVE FOR COLLECTION IMPROVEMENT-CL	10,160.00
RESERVE FOR COLLECTION IMPROVEMENT-RS	22,900.00
SALARIES-SUBSTITUTES	7,000.00
STAFF RECOGNITION-CL	2,619.00
TELEPHONE	11,681.00
TRAINING	3500.00
UNION CARBIDE GRANT-CL REF. MAT.	3,840.00
TOTAL	$939,338.86

OLD BUSINESS:

1. Cross Lanes. Mr. Chris Winton discussed with the Board members the status of arbitration, discussions of negotiations with the bonding company upon termination of the contract and the fire code issue and explained that the next step that needs to be taken is to review the punchlist of 68 items and come up with a recommendation for each item, whether it be proposed fixes or rejection of the item. After much discussion and upon a motion by Dr. Bailey, seconded by Mrs. Poffenbarger, and unanimously carried, the following resolutions was adopted:

RESOLVED, that the Executive Committee and the Building Committee be appointed as an ad hoc committee to meet with counsel to review the punchlist and come back to the Board within two weeks with a recommendation.

RESOLVED, that the President, First Vice President or their designee be authorized to sign a tender contract on the fire code issue with such terms and conditions as deemed appropriate.

2. West Virginia Library Commission. Ms. Wright discussed the recent meetings with the Library Commission and the sub-hubs regarding the surplus lottery money that the Legislature approved for the libraries. Ms. Wright explained that KCPL has not received a plan that Mr. David Price is using as the basis for these grants to the sub-hubs. There are several unanswered questions and issues that remain unresolved and at this point she is not comfortable with some of the recommendations Mr. Price is making. Ms. Wright will keep the Board updated on this issue.

New Business.

1. VolunTEEN Recognition. After discussion and upon a motion by Mrs. Glasser, seconded by Dr. Bailey, and unanimously carried the following resolution was adopted:

> WHEREAS, volunteer service is an important contribution to the improvement of the quality of life in all communities; and
>
> WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and
>
> WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and
>
> WHEREAS, the VolunTEENS program builds self esteem in and teaches community responsibility and work ethics to participants;
>
> NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 1998 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

2. Fall Activities. Mrs. Rugeley announced that she would like to have a Board retreat this fall and asked the Board if Saturday, November 14 would be a possible workable date. A field trip to the Charlotte, NC library system was also suggested for September 24 and 25. This library was recognized as a Library of the Year several years ago by Library Journal. Linda Wright will send a notice to all Board members and have them respond back to her regarding the Board retreat date and the field trip date.

There being no further business, the meeting was adjourned

Virginia M. Rugeley
President

Linda L. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 17, 1998

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 17, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Glasser	Mr. Ray
Ms. Graff	Mrs. Rugley
Ms. Hemmings	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mrs. Whitehead
Mrs. Poffenbarger	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special guest: Mr. Christopher Winton, attorney.

Mrs. Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The only item of business was to discuss the recommendations from the Executive Committee and Building Committee concerning the updated list of items of non-conforming work for the new Cross Lanes Branch Library recently received from Ohio Farmers Insurance Company, the bonding company for the construction.

Mrs. Rugeley reported that the Executive Committee and Building Committee met and went over each of the punchlist items. She then turned the meeting over to Mr. Chris Winton to discuss in more detail.

Mr. Winton explained that the 70 punchlist items were broken down into the following five categories: major completion items, noncorrectible items, minor punchlist items, mixed items and accepted items. He then proceeded to discuss each of these categories and the recommendations made by the Executive Committee and Building Committee. Mr. Kauffelt then moved the following:

RESOLVED, That the KCPL Library Board accept the recommendations on the 70 punchlist items as brought to the Board by the Executive Committee and Building Committee.

Mr. Smith seconded the motion.

After further discussion Mr. Moss moved to amend the original motion as follows:

RESOLVED, that items 51 & 56 of the punchlist items be moved to the major substantial completion category and the recommendation be changed to read "*full compliance is required in order to meet ADA requirements on these items*".

The motion to amend was seconded by Mrs. Glasser and unanimously carried. The original resolution, as amended, was then unanimously adopted.

Mr. Winton also discussed the fire code issue and gave his recommendation to the Board. After much discussion and upon a motion by Mr. Ray, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, that KCPL reject the offer of $3,000 the architect proposed and that we propose that the architect take care of the fire code issue by promptly installing a sprinkler system at their full expense.

Mr. Winton will send a response, agreed upon by the Board, to the bonding company and will also send a counteroffer to the architect's counsel.

There being no further business, the meeting adjourned.

Virginia H. Rugeley
President

Linda G. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 31, 1998

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 31, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Ms. Chilton	Mrs. Rugeley
Ms. Graff	Mr. Stewart
Ms. Hemmings	Ms. Tarr
Mr. Kauffelt	Mr. Tyree
Mr. Moss	Mr. Walters
Mrs. Poffenbarger	Ms. Whitehead

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special guest: Mr. Christopher Winton, attorney.

Mrs. Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The only item of business was to discuss the fire code issue at the Cross Lanes Branch Library.

Mrs. Rugeley turned the meeting over to the attorney, Mr. Christopher Winton.

Mr. Winton discussed two issues: the compliance of the building with the fire code and the fact that the Board has always followed public procurement. Mr. Winton briefly gave background information regarding the fire code issue that has taken place to date and recommended that KCPL contract with a 3rd party to install a sprinkler system.

After discussion and upon a motion by Mr. Ray, seconded by Mr. Kauffelt and unanimously carried, the following resolution was adopted:

> RESOLVED, that the policies and procedures of the Library Board for public procurement as previously adopted are hereby amended by including therein all policies and procedures covering emergency situations which are now in force and adopted at today's date by the Kanawha County Board of Education.

Thereupon, a discussion ensued as to whether an emergency exists concerning the fire code violation at the Cross Lanes Branch Library, and upon a motion by Mr. Walters, seconded by Mrs. Poffenbarger and unanimously carried, the following resolution was adopted:

> RESOLVED, that for the purposes of public procurement, an emergency situation does exist regarding the fire code violation at Cross Lanes.

After discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Graff and unanimously carried, the following resolutions were adopted:

RESOLVED, That the Board of Directors hereby authorizes the Library's Executive Committee to instruct the Library's attorney to take such legal action as the Executive Committee deems appropriate in order to enforce the Library's legal and contractual rights with respect to Silling Associates, Inc., and the Westfield Companies' obligations in the construction of the Cross Lanes Library.

RESOLVED, That the Board of Directors hereby authorizes the establishment of a joint committee consisting of the members of the Executive Committee and the Building Committee to solicit proposals for the completion of all phases of the construction of the Cross Lanes Library and;

BE IT FURTHER RESOLVED, That such joint committee is hereby authorized to accept the proposals it deems to be in the best interests of the Library and;

BE IT FURTHER RESOLVED, That the President of the Board of Directors is hereby authorized to execute any necessary contracts the joint committee accepts.

By authorization of the attorney, it was suggested that Fred Ranson send staff members to cut weeds and put up fencing around the property of the new Cross Lanes building to prevent hazardous conditions. Staff are to document the amount of time spent working at the site.

There being no further business, the meeting was adjourned.

Virginia W. Tingley
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 14, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 14, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Glasser	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Tyree
Mrs. Poffenbarger	Mr. Walters
Mr. Ray	Mrs. Whitehead
Mrs. Rugeley	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special Guests: Ms. Karen Arnett, Automation Manager and Mr. Richard Ressmeyer, Development Director.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting and Special Meeting Minutes. Upon a motion by Mr. Tyree, seconded by Mr. Smith, and unanimously carried, the Minutes of the regular

meeting held August 10, 1998 were approved as mailed. Upon a motion by Mr. Tyree, seconded by Mr. Walters, and unanimously carried the Minutes of the Special meeting held August 17, 1998 were approved as mailed. Upon a motion by Mrs. Poffenbarger, seconded by Mrs. Glasser, and unanimously carried the Minutes of the Special meeting held August 31, 1998 were approved as distributed at today's meeting.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, the payment of Book Bills in the amount $86,218.48 and General Bills in the amount of $120,763.35 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,582.68 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

The 1998 Summer Reading Program was quite successful. It seems the theme "Creepy Crawlies" caught the children's attention. In early August the end of the program was marked with Buggy Book Fairs where the children could redeem their buggy bucks for books as their rewards for reading/listening to more than 10 books. I was able to attend the fair at Marmet, which had a very nice assortment of books for various ages.

The 1998 Regatta Book Sale may have been the best ever. The Sale's proceeds were $17,200. We had 900 people through the doors in the first hour. Over 5000 items were donated in August alone. The Book Sale Committee as well as numerous other staff members who helped in various ways are to be congratulated for the success of this event. As usual the Bookmobile participated in the parade.

Also during August staff members attended teacher and librarian in-service training sessions. Terri McDougal, Head of Children's Services, presented two sessions for elementary school librarians. We also had a number of schools and teachers getting an early start on the use of the school deposit collection. Almost 5000 items were borrowed in August as 10 school collections and 10 teacher collections were assembled and loaned.

Mrs. Rugeley changed the order of business and introduced Karen Arnett, Automation Manager, to the meeting to update the Board on the Technology Team.

Karen Arnett briefly gave background information regarding the origination of the Technology Team. The goal of the Technology Team is to develop a Request for Proposal (RFP) which will be used to select our next generation library automation software system. Karen reported that meetings have begun to brainstorm ideas. The Committee is working with several public libraries and high schools around the state.

Mrs. Rugeley then introduced Richard Ressmeyer, Development Director, to the meeting to update the Board on the Library Friends Council.

Richard Ressmeyer distributed a flyer to the Board members on the upcoming Library Foundation sponsored program, *Meet the Author....Denise Giardina* and shared background information on the author. The program will take place at the Charleston Library, John V. Ray Room, on Tuesday, September 29 from 6:30 – 8 p.m. The program

is free to the public. Denise Giardina will speak to the audience, answer questions and sign books. Taylor Books will be selling books by the author and door prizes will be drawn that evening. Richard encouraged all Board members to promote the event.

Richard expressed his appreciation of the Summer Reading corporate sponsors, Accordia, McJunkin and Daywood Foundation, and also to the Management and Training Corporation for the Job Corp assistance with the Book Sale.

Report of Committees:

1. Membership Committee. Mrs. Poffenbarger reported that the Committee met to establish criteria for the next Board Member, stating that Phyllis Carter resigned and that left a vacancy on the Board. She explained that geographically all locations are represented on the Board and the gender balance is good. In order for the Board to reflect the diversity of the community the Committee would prefer a minority candidate; someone with expertise in either construction, or technology, or development and fundraising. The Committee asked the Board to think about possible candidates who meet these criteria and to submit names to the Membership Committee in the next 2-3 weeks.

2. Financial Affairs Committee. Parker Smith reported that the Committee met. After discussion, Mr. Smith moved to rescind the resolution in the August 31, 1998 Special Board Meeting minutes regarding emergency procedures. Mr. Ray seconded the motion, and it was unanimously carried.

After further discussion and upon a motion by Mr. Smith, seconded by Mr. Walters, and unanimously carried the following resolution was adopted:

RESOLVED, In the event the Library Director, or the administrative staff person in charge during the Library Director's absence, determines that an emergency purchase of goods or services is required and a timely response to the emergency precludes following KCPL's normal purchasing procedures, and the amount involved is in excess of $5,000, the President of the Board of Directors will be consulted. The Board President then shall either: (1) approve of the emergency purchase; or (2) convene the appropriate Board standing committee; or (3) call a special meeting of the Board of Directors. In the event the President convenes a standing committee, the committee shall make a recommendation to the President who shall accept the recommendation or convene a special meeting of the Board for final action. If the Board President is unavailable at the time of the emergency then the authority to act under this resolution will pass to the First Vice President if he/she is available and if not to the Second Vice President.

After further discussion and upon a motion by Mr. Smith, seconded by Mr. Walters, the following resolution was passed with ten members approving and one member, Mr. Bruce Moss, abstaining.

BE IT RESOLVED, that the Financial Affairs Committee of the Kanawha County Public Library is hereby authorized to invest up to thirty percent (30%) of the funds in the Jacobson Account in high-grade non-speculative common stocks that are listed on the National Exchanges, that is, the New York, NASDAQ, and American.

OLD BUSINESS:

1. Cross Lanes. Ms. Wright reported that the Executive Committee/Building Committee met and looked at the non-conforming work to be completed. She reported

that Mr. Ranson has been looking for construction firms interested in doing the work and only one company has submitted a proposal. Several items on the proposal submitted were not quoted on. After much discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That for the purposes of public procurement, an emergency situation does exist regarding the items of non-conforming work at the new Cross Lanes building.

After discussion and upon a motion by Mrs. Poffenbarger, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Executive Committee and Building Committee be authorized to make whatever arrangements they deem to be in the best interest of the Library to repair the items of non-conforming work at the new Cross Lanes library facility.

2. Board Retreat. Mrs. Rugeley briefly discussed the list of items that were generated from last year's Board Retreat. Many items were delegated to the Long Range Planning Committee and some items such as the streamlining of the Board meetings and possibilities for a new main library have begun to take place. Several items were put on hold due to the Cross Lanes Library building project taking up much time.

The next Board Retreat is planned for Saturday, November 14. The site is not yet determined. Mrs. Rugeley asked Board members to contact her about topics they would like to discuss.

NEW BUSINESS:

1. Board Committees - Mrs. Rugeley thanked everyone for agreeing to serve as assigned on the 1998-99 Standing Committees. She stated that a couple of the Committees are short a Board member and that once the vacant position on the Board is filled that Board member could possibly serve on those Committees.

2. Name Badges. Linda Wright reported that name badges were made for each Board member. These badges are available through Diana Grant and can be used for Staff Development Day, and other meetings or presentations.

There being no further business, the meeting was adjourned

Virginia H. Rugeley
President

Linda L. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 21, 1998

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 21, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Smith
Ms. Chilton	Mr. Stewart
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Tyree
Mr. Rolston	Ms. Whitehead
Mrs. Rugeley *(via phone)*	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special guests: Mr. Christopher Winton, attorney, Mr. Fred Adkins, council for Silling & Associates, Mr. Tom Worlledge and Mr. Jerry Lamb, Silling & Associates.

Dr. Bailey, First Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The two items of business were to discuss the Carlton proposal for repairing the non-conforming work at Cross Lanes and to discuss a proposal from Silling and Associates regarding the fire code issue.

Dr. Bailey reported that the Executive Committee and Building Committee met on Friday, September 18, 1998 to discuss the proposal by Carlton and a letter from Plot & Holbrook. Mrs. Rugeley and Dr. Bailey went to the Cross Lanes building site on Saturday, September 18 to take a look at the brick and soffit. Discussion took place on whether the issue was a cosmetic or structural problem. Chris Winton then explained how damages are usually calculated.

After much discussion Mrs. Chilton moved the following:

RESOLVED, That the KCPL Board accept the proposal made by Carlton dated 9/18/98 at the price indicated with the normal right of the Owner to issue change orders and to add/delete or modify items of work as determined to be necessary by the Owner.

Ms. Tarr seconded the resolution and it passed with Mr. Kauffelt, Mr. Rolston, and Mr. Tyree opposing.

Chris Winton then briefly discussed the walk through of the site that took place on September 17, 1998 with the arbitrator, Dursco's attorney and himself. He also discussed the fire code issue.

After discussion and upon a motion by Mr. Kauffelt, seconded by Mr. Tyree and unanimously carried the following resolution was adopted:

> RESOLVED, That the Board of Directors hereby authorizes the Library's legal counsel, with the Board President's or First Vice President's approval, to take any and all appropriate legal action to protect the Library's rights and claims with respect to Ohio Farmers Insurance Company for its failure to negotiate in good faith regarding the Library's claims against Dursco Contractors, Inc.

Special guests, Mr. Adkins, Mr. Worlledge and Mr. Lamb then joined the meeting and introductions were made.

Dr. Bailey turned the meeting over to Mr. Adkins.

Mr. Adkins presented background information with regard to the arbitration and with regard to a letter sent to the Library in June by Silling & Associates regarding the sprinkler system at the new Cross Lanes Branch. Silling & Associates proposal remains the same.

If the Library accepts this proposal Mr. Adkins stated that they are willing to compromise on the fees for additional services of $14,000 due to Silling & Associates from the Library for the additional work performed since May due to the problems with the contractor.

Discussion regarding the architect's responsibility and contractor's issues took place.

Silling and Associates representatives then left the meeting and the Library Board briefly discussed options available regarding the fire code issue. It was agreed that a special meeting of the Board would be held on September 30, 1998 at 4:00 PM in the Board Room to further discuss this issue.

There being no further business, the meeting was adjourned.

Kenneth R. Bailey
First Vice President

Linda G. Wright
Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 30, 1998

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Wednesday, September 30, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Ms. Graff	Mrs. Rugeley
Mr. Kauffelt	Mr. Smith
Mr. Moss	Ms. Tarr
Mrs. Poffenbarger	Ms. Whitehead

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special guest: Mr. Christopher Winton, attorney.

Mrs. Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The only item of business was to discuss the Board's response to Silling & Associates proposal regarding the fire code issue at the Cross Lanes Branch Library.

Mrs. Rugeley turned the meeting over to Chris Winton.

Chris Winton outlined the options available with regard to the fire code issue. Options included: do nothing; reach a settlement with Silling & Associates privately; file a formal motion with the American Arbitration Association to exclude the fire code issue; file a formal motion with the American Arbitration Association to require Silling & Associates to join as a party; and file a new arbitration action that includes Silling & Associates & Dursco on the single fire code issue.

Discussion took place of the various options including an additional option suggested during the meeting.

Dr. Bailey moved that we continue on our present course of action and delay any action against the architect until we see the results of the arbitration. Mr. Kauffelt seconded the motion. The motion failed with four in favor and four opposing. Mrs. Rugeley opposed the motion and the motion failed.

It was decided that Mr. Winton will approach Mr. Adkins, Silling & Associates attorney, to see if Silling & Associates would be willing to voluntarily join the arbitration on all issues. Mr. Winton will report back to the Board about Silling's response.

There being no further business, the meeting was adjourned.

Virginia H. Rugeley
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 12, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 12, 1998 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Hemmings	Mr. Smith
Mrs. Poffenbarger	Ms. Tarr
Mr. Ray	Mr. Walters

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special Guest: Cindy Miller, Public Relations Officer.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting and Special Meeting Minutes. Upon a motion by Dr. Bailey, seconded by Mr. Rolston, and unanimously carried, the Minutes of the regular

meeting held September 14, 1998, and the Minutes of the Special Meetings held September 21, 1998 and September 30, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Ray, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount $47,683.29 and General Bills in the amount of $104,954.12 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,328.10 duly certified and approved in accordance with the bylaws and on motion of Mr. Ray, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

A new page has been added to the KCPL website. Kidlynx gives children the ability to easily find a number of good websites for children. It is set up by subject categories. Diane Cheshier, Charleston Children's Programmer and Stephanie Napier-Tyree of Automation were responsible for this addition to our website.

Most months there are a number of instances where staff training occurs internally. Some examples during September include three staff members from Circulation who were hosted by Technical Services for a staff exchange; Charleston's Children's Department hosted a Clendenin staff member; David Schau from the Reference Department visited Dunbar and St. Albans to share information about government documents; Stephanie Napier-Tyree from Automation shared information about cleaning PC's with Clendenin and Elk Valley staff members and Terri McDougal

from Children's did a presentation about recent children's books on religion with staff members from Dunbar, St. Albans, Cross Lanes and Sissonville.

Work continues by the Technology Team in assembling the details of what we would like to have in a new automated library system. The team arranged three informal opportunities in September to explain the project to staff and to solicit their input into this project. There has been a great sharing of information amongst the various libraries in the state who are joining us in this project.

The maintenance of the St. Albans building received special attention over the past two months. New windows were installed in the second floor conference room, the table in the conference room was refinished, the exterior masonry back wall of the library was painted and work was begun to replace all the ceiling tiles on the first floor.

September was our annual library card sign up campaign. A number of staff members visited elementary schools to encourage teachers, particularly kindergarten teachers, to assist us in getting information to parents.

Mrs. Rugeley changed the order of business and introduced Cindy Miller, Public Relations Officer, to the meeting to update the Board on the 90th Anniversary programs and events planned for the Kanawha County Public Library system.

Cindy Miller briefly discussed the programs and events that are planned for the 90th anniversary. The theme is *"Read Early, Read Always"*. Some programs that are tentatively planned include: *StoryTrail*, a storytelling event that will take place around the county; History Alive performances; Business Before Hours; Street Fair; Director's Tours; and more. Contests and recognition programs that are planned include: Video Storytelling Contest; Create Your Dream Library Contest; Read 99 in 99; and Lifetime Readers. The anniversary will kick off in November, 1998 and conclude in November, 1999. Cindy Miller also discussed the publicity and media relations that will take place during the anniversary.

Report of Committees:

1. Membership Committee. Mrs. Poffenbarger reported that the Committee met and is continuing to search for someone to fill Ms. Carter's vacancy. Five public service applications have been mailed out and we have approximately 10 already completed and turned in. The Committee is still open for suggestions.

2. Financial Affairs Committee. After discussion and upon a motion Mr. Smith moved from the Committee that the Board accept the following resolution:

> RESOLVED, That the Board of Directors hereby authorizes the Director to accept a Special Project Grant for the Sissonville Library building project in the amount of $40,000 from the West Virginia Library Commission; and
>
> BE IT FURTHER RESOLVED, That the FY 1998-99 budget be amended to reflect the $40,000 increase in income and that the budget of the Sissonville Branch Library be increased by $40,000 for the building project; and
>
> BE IT FURTHER RESOLVED, That the Library Director and the Administrative Services officer are hereby authorized to amend the FY 1998-99 budget to reflect any additional funding that may be received for the Sissonville Library building project.

The motion was passed unanimously.

Mr. Smith also reported that the Financial Affairs Committee authorized Jay Thomas of One Valley Bank, to allow up to 30% of the funds from the Jacobson Endowment to be invested in equities, but only in those that are currently in the S & P 500.

3. Development Committee. Ms. Tarr reported that the Development Committee had an initial planning meeting. Their goal is to raise public awareness of the library and the importance it provides to the community. The Committee is searching for members from the community to work with the Development Committee. Initially they would like to recruit 8-10 people and then develop subcommittees as the Committee takes on various projects.

OLD BUSINESS:

1. Cross Lanes. Mrs. Rugeley reported that the Executive Committee and Building Committee met to follow-up on a discussion Chris Winton, the Library's attorney had with counsel for Silling & Associates.

Mr. Ranson reported that everything is moving right along with Brewer Co. and Carlton Co. Brewer is currently installing pipe for the sprinkler system and Carlton has begun to work on some of the problem areas. Both contractors have indicated they would be done in November.

2. Board Retreat. Mrs. Rugeley reported that the Board Retreat will be held at the Summit Conference Center on Saturday, November 14 from 9 a.m. to approximately 3 p.m. Mrs. Rugeley reviewed the topics she would like to see discussed at the Board Retreat. Mrs. Rugeley asked Board members to forward topic ideas to her prior to the Retreat if they would like to discuss them at the Board Retreat.

NEW BUSINESS:

1. Charlotte Trip Update. Ms. Wright reported that three board members and five staff members attended the field trip to Charlotte. They visited the Charlotte-Mecklenburg County main library and two branches. They had the opportunity to meet with personnel in the Computer Operations department, Information Services department and the Development area. Ms. Wright stated she would like to have the group that went on the trip meet with the Board at the December Board meeting in a panel format and give the Board members and the Cabinet members of KCPL an update of the trip. It was the consensus of the Board to meet at 3:00 p.m. on Monday, December 14 in the John V. Ray room. Pictures of the trip will be available for viewing.

2. Miscellaneous. Doug Walters suggested that KPCL Board members make a trip to the Riverside High site and tour the facility. After discussion it was decided that the Board will meet at 3:30 p.m. on Monday, November 9 at Riverside High and take a 45 minute tour of the new high school. The Board meeting will begin immediately after the tour.

There being no further business, the meeting was adjourned

Virginia H. Rugeley
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 9, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 9, 1998 at 4:15 p.m. at the new Riverside High School.

The following members were present:

Dr. Bailey	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Ms. Graff	Mr. Tyree
Ms. Hemmings	Mr. Walters
Mrs. Poffenbarger	Ms. Whitehead
Mr. Ray	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ginger Miloserny, Public Services Manager, Dan Marslender, Human Resources Manager and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting and Special Meeting Minutes. Upon a motion by Ms. Chilton, seconded by Mr. Rolston, and unanimously carried, the Minutes of the regular meeting held October 12, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Walters, seconded by Mr. Tyree, and unanimously carried, the payment of Book Bills in the amount $44,316.05 and General Bills in the amount of $138,522.09 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,223.49 duly certified and approved in accordance with the bylaws and on motion of Mr. Tyree, seconded by Dr. Bailey, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Correspondence. Ms. Wright read a letter from David Stewart, Board member, resigning his position on the Board effective immediately. After a motion by Ms. Chilton, seconded by Mrs. Poffenbarger and unanimously carried, the resignation was accepted with regret. A copy of the letter is hereby attached to the minutes of the meeting.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

We continue to have patrons discovering that they can interact with the Library electronically. 130 reference questions were received via e-mail during October. One of these questions came from a chemist at a Mobil Corporation facility in Indonesia. In addition we received 382 requests to place holds on specific titles and 77 requests to renew items.

Staff Development Day was held on October 14 at the John XX111 Center. 138 staff members attended. At the request of the Young Adult Committee we had an emphasis on customer service for our teenage users and used a presenter from Ohio. Special appreciation to Karen Arnett, Elizabeth Fraser, Jane Hughes and Alice Riecks for preparing four excellent sessions.

The Library was represented at several community events in October. Cross Lanes had a display at a Health Fair sponsored by the Cross Lanes Woman's Club. The Bookmobile was at the Upper Kanawha Valley Fall festival along with a display and flyers about what great things will be in store at the Riverside facility. The library also had a booth at the Chamber of Commerce's Small Business and Trade Show. Many thanks to all the staff members involved in preparing for and staffing these events.

At a workshop on October 26 the public libraries around the state were given an overview of the $2.5 million dollar grant the Microsoft Corporation is making to West Virginia. This will mean for KCPL 41 new computers including 11 for a computer lab, as well as some other equipment at an estimated value of more than $150,000. Richard Ressmeyer, Karen Arnett and Ginger Miloserny have been working very hard preparing the 50+ page grant application due today.

We had a break in at the current Cross Lanes library the evening of October 14. A computer and fax machine were stolen. Due to Fred Ranson's quick thinking we contacted local pawn shops and let them know about the equipment and the serial numbers. As a result by the evening of October 15 two men who had attempted to sell the equipment at a pawn shop were arrested. Our equipment was returned and so ends KCPL's chapter of COPS.

Report of Committees:

1. Membership Committee. Mrs. Poffenbarger reported that the Committee met and selected Dr. Charlene Byrd to fill the vacancy left by Phyllis Carter, term ending 06/30/00 and Mr. Harry Ruestle to fill the vacancy left by David Stewart, term ending 06/30/04. Mr. Doug Walters gave background information on both candidates. After a motion by Dr. Bailey, seconded by Mr. Rolston, the recommendation to submit

Dr. Charlene Byrd's and Mr. Harry Ruestle's names to the Board of Education for consideration, was unanimously carried.

2. Personnel Committee. Dr. Bailey reported that the Committee met and reviewed the three policies being brought before the Board for consideration of adoption. Dr. Bailey reported that Dan Marslender, Human Resources Manager, has undertaken the long-term project of reviewing all KCPL personnel policies. Dan Marslender gave background information on the three policies being brought before the Board - Annual Leave, Educational Assistance/Graduate and Educational Assistance/Undergraduate.

After discussion the Committee moved that the three above policies be adopted. Ms. Graff seconded the motion and it was unanimously carried.

3. Development Committee. Ms. Wright reported that the Committee met and discussed candidates they would like to see on the Marketing/Development Committee. The Marketing/Development Committee will meet for the first time in January.

OLD BUSINESS:

1. Cross Lanes. Dr. Ranson reported that he attended a preliminary arbitration meeting at Daniels Law Firm today along with Chris Winton, KCPL attorney and Norm Daniels, Dursco's attorney. The arbitration is scheduled for November 30.

Dr. Ranson reported that progress continues to be made on the repairs to the nonconforming work. The last of the curbs are being poured. Carlton Company has modified the staff parking lot. The sprinkler system is almost operational. New carpet is scheduled to be installed beginning on November 20. Ms. Wright reported that a timeline has been developed to identify various tasks that need completed in order for the building to open to the public in mid January.

2. Board Retreat. Mrs. Rugeley reported that the Board Retreat will be held at the Summit Conference Center, Paramount Room, on Saturday, November 14 from 9 a.m. to approximately 3 p.m. Mrs. Rugeley distributed a handout that she asked each Board member to review before the retreat.

NEW BUSINESS:

1. Miscellaneous. Mrs. Rugeley thanked Doug Walters, Sharon Hemmings and Terry Mullins for being the tour guides and for the information received during the tour of the new Riverside High School held prior to the Board meeting.

There being no further business, the meeting was adjourned

Virginia W. Rugeley
President

Linda G. Wright
Secretary

ST VIRGINIA DEPARTMENT OF EDUCATION
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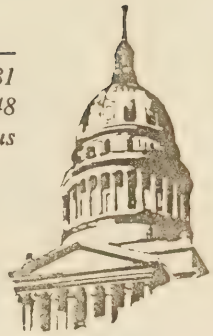

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J. MacCallum, President
G. White, Vice President
Mathews, Secretary
M. Chapman
el D. Greer
M. Hamilton
McKnight
Morris
Morris

OCT 2 9 1998

October 28, 1998

Ms. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Dear Ms. Wright:

Please accept my resignation from the Board of Directors of the Kanawha County Public Library. The duties and requirements of my new position with the West Virginia Department of Education make it difficult to attend meetings on a regular basis. It is mutually in our best interest to appoint a member who can actively participate in this exciting time of planning and change.

Sincerely,

David Stewart
Assistant State Superintendent

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 14, 1998

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 14, 1998 at 4:15 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Ms. Graff	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mrs. Poffenbarger	Mr. Tyree
Mr. Ray	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special Guest: Ms. Sandra Trimble.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Regular Meeting and Special Meeting Minutes. Upon a motion by Ms. Graff, seconded by Mrs. Poffenbarger, and unanimously carried, the Minutes of the regular meeting held November 9, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the payment of Book Bills in the amount $131,105.58 and General Bills in the amount of $118,215.38 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $460.03 duly certified and approved in accordance with the bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Recognition of Service of Sandy Trimble. Mrs. Rugeley changed the order of business and introduced Sandy Trimble of Technical Services who is retiring after 30 years of service to the Library. Mrs. Rugeley read the following resolution:

WHEREAS, Sandra Trimble was employed by the Kanawha County Public Library system from January 1, 1969 through December 31, 1998; and

WHEREAS, Sandra Trimble fulfilled the responsibilities of her position in the Technical Services Department of the Library with diligence, loyalty, integrity and competence;

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation the thirty years of dedicated and able service rendered by Sandra Trimble.

AND BE IT FURTHER RESOLVED, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Sandra Trimble.

After discussion and upon a motion by Mr. Smith, seconded by Mrs. Poffenbarger and unanimously carried the above resolution was adopted. Ms. Wright acknowledged Sandy Trimble's previous positions and the entire Board wished her well with her future endeavors.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

Children's Book Week marked the beginning of our 90th anniversary celebration. The major event was a series of storytelling programs at each location. Slightly over 200 children attended these programs.

Also in November the Library Foundation sponsored a program featuring Homer Hickam the author of the recently released and very well reviewed book Rocket Boys. 89 people attended this very enjoyable evening program in Charleston.

The Lives Worth Knowing book discussion series has been well received. Average attendance is 18. This program is co-sponsored with the WV Humanities Council and was one of 35 selected nationally for this series. It is overseen by Yvonne Farley of the Reference Department. Yvonne also oversees our other ongoing Charleston book discussion group.

The Public Relations staff have been extremely busy with the 90th anniversary activities but were able to implement as planned a new semi-monthly Program Guide which specifically features upcoming programs at all locations. The *newsletter "At the Library"* will now evolve to featuring information about library services and areas of the collection

Report of Committees:

1. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met and discussed the following resolutions:

RESOLVED, That $5,000 be transferred from the contingency line to the bookmobile repair line item.

RESOLVED, That $20,000 be transferred from the contingency line item to a new account for the library awareness campaign.

RESOLVED, That the $21,000 identified in the 1998-99 budget for the purchase of a venda card system be designated instead for the remodeling of the lower level of the Charleston Library when the Extension Department has relocated to Riverside.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to accept bids for the installation of a new fire alarm system for Dunbar Library and;

BE IT FURTHER RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to accept the lowest responsible bid in an amount not to exceed $15,000.

RESOLVED, That the Library Director and Administrative Services Officer be authorized to use up to $25,000 to improve the interior lighting at the Dunbar Branch library to meet standards.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer $150,000 from the unencumbered fund balance to the Cross Lanes Building Construction line item of the FY 1998-99 budget.

RESOLVED, That the Library Director and Administrative Services Officer are authorized to receive any funds identified for the new Cross Lanes Branch facility.

RESOLVED, That the Library Director and Administrative Services Officer are authorized to receive any funds identified for the new Sissonville Branch facility.

RESOLVED, That the Library's purchasing procedures be revised to allow purchases with an estimated value between $5,000 – $15,000 to be made after making every effort to obtain three written quotations and that purchases of more than $15,000 must be bid in accordance with standard purchasing procedures.

After discussion Mr. Smith moved that the above resolutions be adopted. Dr. Bailey seconded the motion and it was unanimously carried.

OLD BUSINESS:

1. Cross Lanes. Ms. Wright reported that the Cross Lanes Library officially closed on Saturday, December 12 at 2 p.m. Ms. Wright was at the library when it closed. A picture was taken of the last person checking out. A group of volunteers started packing up the materials that afternoon and by 4:30 p.m. approximately 1/3 of the materials were packed. Ms. Wright reported that the shelving is installed and ready in the new building. The chairs and tables are also in place. The Circulation desk should be installed within a week and the computer lines will go in on Thursday. Once the computer lines are in, Karen Arnett and automation staff will be able to do their portion of the work. Andrew Jackson Middle School students will be helping unpack books as

part of their community service for two days. Ms. Wright commended Carlton for getting the job started and completed in a timely fashion.

Dr. Ranson reported that Carlton did a great job. The ADA problem in the restroom has been corrected and is in full compliance. The trapezoid windows have been replaced. The wall covering has been improved. The tile in the restrooms looks better. The prearbitration hearing is scheduled for January 18 in the new Cross Lanes Branch facility.

The new Cross Lanes Branch will be open on Tuesday, January 19. A grand opening is planned for early in the spring.

2. Miscellaneous. Mrs. Rugeley stated that all Board members should have a copy of the notes taken at the Board Retreat. The prime area of concern brought up at the retreat was what to do with the main library. Mrs. Rugeley indicated to the Board that she will be putting a group together in mid-January to discuss issues concerning the main library.

There being no further business, the meeting was adjourned

Virginia H. Rugeley
President

Linda J. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 11, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 11, 1999 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ray
Mrs. Chilton	Mr. Rolston
Mrs. Glasser	Mrs. Rugeley
Ms. Graff	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Walters
Mrs. Poffenbarger	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager, and Ms. Diana Grant, Administrative Assistant. Special Guests: Mr. Karney Tinney, Chairman of the Sissonville Branch Library Board, Mr. John Tinney, and Mr. Jack Tinney.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present. Mrs. Rugeley introduced the guests.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the Minutes of the regular meeting held December 14, 1998 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, the payment of Book Bills in the amount of $44,362.43 and General Bills in the amount of $115,560.09 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $57.84 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Walters, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

Along with 15 other staff members I attended the annual conference of the West Virginia Library Association. Jane Hughes, Head of Technical Services, developed and presented material at two different sessions. Yvonne Farley, Reference Department, organized panels for two other sessions. Terri McDougal, Head of Children's Services, was a panelist at one of these sessions. Susanna Holstein, Branch Librarian at Elk Valley, oversaw the first story swap session to be done at the conference. In addition Judy Duncan, Branch Librarian at St. Albans, ended her term as President of the Association. It was a very good conference.

Christmas open houses were held in early December at most locations. I attended the open houses at Charleston, Clendenin, Dunbar, Elk Valley, Glasgow and St. Albans.

We have received $8000 from the Herscher Foundation in response to our request for funds for the furniture we need to accommodate the computers from the Gates Foundation grant. Richard Ressmeyer, Development Officer, wrote this grant request and made several contacts regarding it.

Food for Fines was again held during December. We forgave fines on 3,677 items totaling $13,330. We received 5000 items mostly nonperishable food which was given to food pantries in the various communities we serve.

Mrs. Rugeley changed the order of business and began with the recognition of Mr. Karney Tinney's service to libraries. Mrs. Rugeley announced that Mr. Tinney has just celebrated a milestone birthday and acknowledged his service to libraries across the state and in particular his service and contributions to the Sissonville Branch Library. Upon a motion from Mr. Kauffelt, seconded by Mrs. Glasser and unanimously carried the following resolution was adopted:

WHEREAS, Karney Tinney has served on the Sissonville Library Board since 1981; and

WHEREAS, Karney Tinney has served as President of the Sissonville Library Board since 1992; and

WHEREAS, Karney Tinney has served on various committees of the West Virginia Library Association and two years as the Chairman of the state chapter of Friends of the Library; and

WHEREAS, Karney Tinney has exhibited his steadfast belief in the importance of public libraries through his long and dedicated service in these various organizations and has represented the library in his other civic activities; and

WHEREAS, Karney Tinney celebrated his 90th birthday on December 2, 1998;

NOW BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library extends its deepest appreciation to Karney Tinney for his years of work in support of public libraries and specifically the Sissonville Branch Library; and

BE IT FURTHER RESOLVED, That the Board of Directors congratulates Karney Tinney on his 90th birthday and extends to him best wishes.

Report of Committees:

1. Building Committee. Mr. Moss reported that it is the unanimous recommendation of the Building Committee that the Board move ahead with the Sissonville Branch Library project by doing core sampling to determine if the ground is suitable for a new building, given the revised site plan. If the core samples find the land is suitable, negotiations with the Kanawha County Board of Education would begin. Ms. Wright discussed the site plan. After much discussion, the Committee moved the following resolution:

RESOLVED, That steps be taken to determine the feasibility of the site for the new Sissonville Branch Library building and that up to $5000 be authorized for core drillings; and

FURTHER RESOLVED, That if the results show the site is suitable that authorization is given to begin negotiations for the property with Kanawha County Schools.

Mr. Kauffelt seconded the motion and it was unanimously carried.

2. Development Committee. Ms. Tarr reported that the Marketing and Development Committee will meet for the first time on Thursday, January 14. She stated this will be an informational meeting. Ms. Tarr briefly discussed the agenda outline and read the list of community members of the Committee.

3. Financial Affairs Committee. Mr. Smith gave a brief report on the progress of the investment of the Jacobson Endowment funds.

Old Business:

1. Cross Lanes. Ms. Wright visited the Cross Lanes Library building earlier today and reported that most books are on the shelves and workers are finishing installation of the security system and installation of the custom made furnishings. The carpet looks very nice and colorful. Staff is currently being trained on the computers. The library will open January 19 at 10:00 a.m. with over 3000 new items added to the collection.

Mr. Ranson reported that the arbitration hearing on the new Cross Lanes Library building is scheduled to begin on January 18.

2. Legislators Update Meeting. Mrs. Rugeley reported that the Kanawha County delegation was invited to the main Library this morning for an update on library business. Six legislators attended the meeting.

New Business:

1. WVLA Reception for Legislators. Ms. Wright reported that the West Virginia Library Association is trying something different than the dinner this year for the Legislators. They will be hosting a reception at the Cultural Center on February 2 from 5:00 – 7:00 p.m. Governor Underwood and the Speaker of the House and President of the Senate are being invited to make remarks. Ms. Wright stated that once more information is received from the West Virginia Library Association she will forward it to each Board member.

Miscellaneous.

Mrs. Rugeley announced that the Kanawha County Board of Education approved Mr. Harry Reustle and Ms. Charlene Byrd as new members of the KCPL Board.

Ms. Wright stated that each Board member has a copy of two newsletters in their packets. *"The Booklet"*, an internal employee newsletter, is a product of Public Relations in collaboration with Human Resources. *"From my Perspective"* is the first of an ongoing newsletter developed by Ms. Wright and distributed to the staff.

There being no further business, the meeting was adjourned

Virginia W. Rugeley
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 8, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 8, 1999 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Dr. Byrd	Mrs. Rugeley
Mrs. Chilton	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Tyree
Mrs. Poffenbarger	Ms. Whitehead
Mr. Reustle	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager, Ms. Cindy Miller, Public Relations Officer, and Ms. Diana Grant, Administrative Assistant. Special Guest: Mrs. Frances Sloan, former KCPL Board member.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present. Introductions of new Board members Dr. Charlene Byrd and Mr. Harry Reustle were made.

Approval of Minutes. Upon a motion by Mr. Moss, seconded by T. D. Kaufelt, and unanimously carried, the Minutes of the regular meeting held January 11, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Chilton , and unanimously carried, the payment of Book Bills in the amount of $47,560.88 and General Bills in the amount of $123,110.58 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,361.54 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

Sissonville's Fund Raising Committee held a gospel sing on January 22. Approximately 250 people attended and $1035 was donated by those attending. Another fund raising effort was begun in February with the completion of a NASCAR quilt. The quilt includes signatures from a number of NASCAR drivers and is on display at the NASCAR store at the Town Centre mall during February. The drawing will be held in May. Sissonville was the site for the local area children to register for soccer making for an especially busy Saturday on January 30.

Our efforts to improve contact with school children continues. KCPL's two children's programmers, Patty Bergeron and Diane Cheshier, presented a program entitled "Fractured Fairytales," to 30 classrooms in 12 different schools with a total of 992 children attending the presentations.

Mrs. Rugeley changed the order of business and introduced Cindy Miller, Public Relations Officer to the meeting to present some publicity KCPL has received in the last month.

Ms. Miller presented the Board of Directors with a display of several feature articles that have been in the newspaper. Articles included: 90th Anniversary, Cross Lanes Opening, History of the Library, an interview with Reference Librarian, Elizabeth Fraser, Lifetime Readers Club story and a cover story on the Kanawha Valley Real Estate Guide. Other promotional efforts included a banner over Virginia Street regarding the 90th anniversary.

REPORTS OF COMMITTEES:

1. Marketing/Development Committee. Ms. Tarr reported that the Marketing & Development Committee met for the first time in January. There was a lot of creativity and positive energy within the group. The first meeting was an educational meeting. Discussion took place on the possibility of tying this group in with an Advisory Board for the Downtown Library and having them work with others to develop a vision for the library. Ms. Tarr read the list of members on the Committee, noting that Ms. Aban Kavasmaneck is a new member of the Marketing & Development Committee. Ms. Tarr

noted that the Committee is still seeking one more additional member from the eastern part of the County.

2. Personnel Committee. Dr. Bailey reported that the Personnel Committee has reviewed several personnel policies to be considered by the Board. Each Board member received a copy of the policies and was asked to review them for action at the next Board meeting.

Dr. Bailey reported that the next item of business is the evaluation of the Director. Dr. Bailey stated that each year the Director is evaluated by the President of the Board. Dan Marslender, Human Resources Manager, was requested to develop a form to be distributed to each of the Board members to fill out if they worked with Linda Wright at some point throughout the last fiscal year. He asked that each Board member fill out the form as soon as possible and return it to Diana Grant, Administrative Assistant, and she will get them to Dr. Bailey. Dr. Bailey also stated that a form was developed by the Human Resources Manager for input from all of the staff who report to the Director.

3. Long Range Planning Committee. Mrs. Rugeley stated that following the Board Retreat several issues needed to come before the Long Range Planning Committee. Because there were five major issues, Mrs. Rugeley asked the KCPL Board members of the Long Range Planning Committee to take a look at the issues to make some recommendations to the full Committee. Items that have been discussed and will be discussed at the full Committee meeting include: Clendenin Branch Expansion, Branch

contributions, long term future for Glasgow and Marmet once Riverside is open, future of the main library, and the need for a new long range plan.

4. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee had three resolutions to bring before the Board. After discussion the Committee moved the following resolution be adopted and it was unanimously carried:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 1999/2000:

Branch	FY 1999-2000
Clendenin	2,603
Cross Lanes	6,116
Dunbar	46,413
Elk Valley	5,035
Glasgow	1,465
Marmet	1,916
St. Albans	63,091
Sissonville	3,936
Total	**130,575**

Ms. Wright briefly discussed the budget transfers. After discussion the Committee moved that the following resolution be adopted and it was unanimously carried:

RESOLVED, That the FY 1998-99 budget be supplemented by the following Items.

C.N.A. Insurance to Extension Department Vehicle Maintenance line	$ 2,258.49
C.N.A. Insurance to Building and Grounds Vehicle Maintenance line	582.18
The Library Foundation of Kanawha County, Inc. to Extension Department Collection Materials line	10,000.00
Certificate of Deposit to Cross Lanes Building Construction line	7,115.84

After discussion the Committee moved that the following resolution be adopted, and it was unanimously carried.

RESOLVED, That the Board of Directors authorizes the use of the Deskins Special Fund for the Sissonville building project.

5. Support Services Committee. Mr. Rolston reported that the Committee met with Ms. Karen Arnett, Automation Manager, to discuss the choice for a new automation software. Ms. Arnett reported that SIRSI was selected by KCPL's Technology Team to be the new automation software. Ms. Wright briefly explained the process the Technology Team went through before selecting SIRSI. Ms. Wright stated that this software does run on the same computer hardware that the West Virginia Library Commission desires to purchase for each sub-hub library.

After discussion, the Committee moved, and it was unanimously carried that the following resolution be adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to negotiate a contract for a new library automation software system with the SIRSI Corporation; and

FURTHER RESOLVED, That the contract as negotiated would be brought back to the Board of Directors for consideration.

OLD BUSINESS.

1. Cross Lanes. Ms. Wright reported that the opening day at the Cross Lanes Branch Library on January 19 was wonderful. There were numerous positive comments from patrons throughout the day. Circulation total was just shy of 4,000 items for the 10 days the library was open in January. Each Board member received the special edition of "From my Perspective" which highlighted the Cross Lanes Branch opening. An official grand opening is being planned for Sunday, March 21.

Dr. Ranson reported that the arbitration hearing took place for the full original three days on January 18-21. It has been continued until the end of March or beginning of April as the attorney for Dursco Contractors Inc. has not finished presenting his case and the Library has yet to present its case.

NEW BUSINESS.

1. Riverside. Ms. Wright reported that she and Dr. Ranson have a meeting on February 10 with Chuck Wilson, architect for Kanawha County Schools, who has taken over the project at Riverside. Discussion took place regarding the four computers from the Gates grant money for the library at Riverside and the deadline for opening, June 30, that was given in the grant. Dr. Ranson distributed current pictures of the Riverside facility.

2. Grant-In-Aid Campaign. Ms. Wright explained that the Governor's budget that is being recommended to the Legislature does not include any increase for the Grant-In-Aid program. A flyer, developed by the Public Relations Department, to support libraries has been distributed to all libraries across the state. In the KCPL system, copies of the Kanawha County Legislators addresses along with the support flyers are being distributed to patrons in hopes that they will fill their name and address in and send to the Legislators. Ms. Wright offered flyers to all Board members.

3. Miscellaneous. Ms. Wright thanked those Board members who attended the West Virginia Library Association reception for the Governor and legislators held on February 2, 1999.

There being no further business the meeting was adjourned.

Virginia W. Pugsley
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 8, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 8, 1999 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Moss
Dr. Byrd	Mr. Ray
Mrs. Chilton	Mrs. Rugeley
Ms. Graff	Mr. Smith
Ms. Hemmings	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager, Mr. Dan Marslender, Human Resources Manager, Mr. Richard Ressmeyer, Development Director, and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Hemmings, seconded by Dr. Byrd, and unanimously carried, the Minutes of the regular meeting held February 8, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, the payment of Book Bills in the amount of $76,346.55 and General Bills in the amount of $188,345.67 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $598.09 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

Charleston Children's Services Department is assisting in providing meeting room space and conducting several class sessions for students in Kanawha County Schools alternative education classes. This is being done as part of a graduate school course through Marshall University. Children's Services staff also assisted Read Aloud West Virginia's Kindergarten Roundup project. 2500 library card applications were prepared for use in this program.

Progress continues on the Gates Grant project. During February the Automation Department staff visited all locations that will receive computers and finalized the location of the computers and determined the wiring and furniture requirements to accommodate the computers. Purchase orders for these items are subsequently generated.

Automation Department staff and staff from various locations in the system attended a one day statewide workshop in Huntington conducted by staff from the Gates Library Foundation. February was also a busy month for the Reference Department as they undertook a series of moves with the goal of developing open space for the computer lab that will be part of the Gates Grant. A number of Reference staff members moved their office space from the second floor to the fifth floor. This was quite a feat as there is no elevator access to the fifth floor. Then the magazine and newspaper backfiles were moved into the space the staff had just vacated. The room that formerly held the newspaper and magazine backfiles will have a substantial makeover in the next month and will hopefully emerge in mid April as our new computer lab.

Cindy Miller and I met with the director of Marketing for Town Center Mall. As a result of this meeting we will begin to do a program one Saturday each month in center court beginning in May. It was a very positive meeting as the Marketing Director is an active library patron and spoke in glowing terms about the importance of libraries. We will do these programs for six months and then both the library and Town Center will evaluate the situation.

Mrs. Rugeley and I met with the new Executive Director for Charleston Renaissance to discuss the Gateway Project, which is beginning to work on the area surrounding the Center for the Arts and Sciences.

The Clendenin Branch Library staff and advisory board in partnership with the Clendenin Woman's Club held a read-a-thon in February. Nearly $600 was raised to purchase accelerated reader program books for Clendenin Elementary and Middle School and the branch library.

During February we continued to offer History Alive programs which were planned for the first quarter of 1999 for our 90th anniversary. A presentation featuring Booker T. Washington was held at Glasgow with 20 attending. Mary Draper Ingles visited Clendenin with 45 people attending and she also visited Marmet where 52 people attended the program.

Ms. Wright also read three e-mail messages received regarding the Cross Lanes Branch facility and the staff at the Clendenin Branch Library.

Correspondence.

Mrs. Rugeley read a note she received from Alice Riecks, Cross Lanes Branch Librarian, thanking the Board members for the plant the Board of Directors sent to the Cross Lanes Branch on opening day.

Mrs. Rugeley changed the order of business and introduced Richard Ressmeyer, Development Director to discuss the author event and the annual campaign.

1. Author Event. Mr. Ressmeyer distributed handouts to each Board member. He announced that author Homer Hickam will be at the Charleston Library on Sunday, May 2 at 2:00 p.m. Homer Hickam is the author of Rocket Boys which has been nominated for a National Book Critic Circle award. His book is now available in paperback and has been re-titled to conform to the title of the movie "October Sky". Mr. Ressmeyer stated that Taylor Books will be selling books and Homer Hickam will be doing a book signing after his presentation. A selection of desserts from Wellington's will be offered after the presentation.

2. Annual Campaign. Mr. Ressmeyer distributed sample letters that can be used and/or duplicated if desired by Board members to assist in raising funds for the annual campaign. In the packets given to each Board member, reply cards and response envelopes were enclosed. Mr. Ressmeyer briefly discussed the goal of the annual campaign and explained that several mailings are going out to try and raise funds. Mrs. Rugeley stated that if Board members had names and addresses of friends that would be potential donors to please send them a letter and reply card and to let Richard know so that he can keep a master list of names and addresses. Mrs. Rugeley invited each Board member to contribute to this campaign and emphasized the importance of 100% Board participation.

Reports of Committees:

Mrs. Rugeley then changed the order of business and asked for the Personnel Committee's report.

1. Personnel Committee. Dr. Bailey announced that the Personnel Committee has a meeting scheduled for Monday, March 15 at 4:00 p.m. Dr. Bailey stated that each Board member had had an opportunity to review the following seven personnel policies distributed at the February Board meeting: Introductory Period, Internal Job Postings, Leaves of Absence, Position Elimination, Equal Employment Opportunity, Sick Leave, and Hiring. Dr. Bailey stated that Mr. Marslender, Human Resources Manager, explained the modifications to the existing policies and explained the new policies in great detail to the Personnel Committee. He also noted that these policies have been reviewed by our attorney.

Discussion took place regarding the number of days that staff can accumulate for sick leave that can be used towards PEIA coverage upon retirement and the financial impact this could have on the library in the future. Mr. Marslender explained the sick leave policy to the Board of Directors and answered questions.

After much discussion, Dr. Bailey moved from the Committee to adopt the seven personnel policies stated above. Ms. Sandy Graff seconded the motion and it was unanimously carried.

2. Marketing/Development Committee. Ms. Tarr reported that the Marketing/Development Committee is determining how to be most supportive to Richard Ressmeyer, Development Director, in the annual campaign and to Cindy Miller in making the public more aware of the library. Ms. Tarr reported that at the last meeting the Marketing/Development Committee agreed to function as an advisory group for the Charleston Library.

3. Long Range Planning. Mrs. Chilton reported that the full Long Range Planning Committee met and was informed of the status of branch contributions and the branch contribution amounts that were approved for use for the 1999/2000 fiscal year budget.

The Long Range Planning committee also received a request from the Clendenin Advisory Board to consider purchase of an adjacent building to the current Clendenin facility in order to expand the branch.

Mrs. Rugeley stated that she will meet with Mrs. Chilton and Ms. Wright to determine what additional steps need to be taken to pursue this matter.

Mrs. Chilton also reported that the representatives from the Glasgow and Marmet areas agreed to serve on a subcommittee which will work with Ms. Wright, several Board members, staff members and their respective communities to develop options for delivering library service to those communities in the future.

Mrs. Chilton stated that while the Long Range Planning Committee agreed with the idea of the KCPL Board Members of the Long Range Planning Committee serving as a smaller steering group that would guide the long range planning process, they recommended that two or three branch representatives should also serve on this steering Committee.

3. Financial Affairs. Mr. Smith reported that the 1999 property assessments came in at a 5% increase. The Financial Affairs Committee moved that the following three resolutions be adopted:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,855,306 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1999;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $680,142 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1999;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,855,306 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 1999;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Mr. Moss seconded the motion, and it was unanimously carried.

Mr. Smith reported that the Financial Affairs Committee approved budget transfers and each Board member has a copy for their information.

The last item Mr. Smith reported on was the investment of the Jacobson Fund. He stated that we have seen approximately a 30% gain since funds were invested.

Old Business.

1. Cross Lanes. Ms. Wright reported that in February the Cross Lanes Library had 221 new borrowers. Circulation increased 39% compared to February 1998. Cross Lanes had eight class visits during the month and had 429 computer users that we were able to count.

Dr. Ranson reported that the arbitration hearing has taken six full days and is still not completed. Dr. Ranson reported that Dursco Contractors have not rested their case. Four additional days are scheduled for March 19 and March 25-27.

Dr. Ranson stated that at the end of February an elderly lady's car jumped the curb at the Cross Lanes Branch Library and hit the building. We have not received an estimate for the damage yet.

Official Grand Opening Reception for the Cross Lanes Branch Library is scheduled for Sunday, March 21, 1999 at 2:00 p.m.

2. Sissonville. Ms. Wright reported we are in the process of getting the site plan ready to go to Board of Education in order to ask for the additional property that is needed. The site plan is currently at the Superintendent's office. Ms. Wright stated that she wanted to wait until we get assurance from the Board of Education that we can get the additional property before we spent additional dollars to have the core drillings done.

3. Riverside. Ms. Wright reported that she is concerned because the furniture and equipment package for Riverside has not yet been put out to bid. Discussion took place on the impact of the opening on the Gates Grant. The current understanding is that the Riverside Branch Library must be opened by June 30 in order to get the four computers for that location from the Gates Grant.

3. Starting time for April meeting. Mrs. Wright reported that she would be presenting the budget to the Board of Directors at the April 12 meeting. The meeting will begin at 3:30 p.m.

There being no further business the meeting was adjourned.

Virginia W. Rigsby
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 12, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 12, 1999 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Dr. Byrd	Mrs. Poffenbarger
Mrs. Chilton	Mrs. Rugeley
Ms. Graff	Mr. Smith
Mr. Kauffelt	Mr. Walters
Mr. Moss	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Ginger Miloserny, Public Services Manager, Mr. Richard Ressmeyer, Development Director, and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the Minutes of the regular meeting held March 8, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Dr. Byrd, and unanimously carried, the payment of Book Bills in the amount of $102,925.95 and General Bills in the amount of $138,584.70 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,655.23 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Dr. Byrd, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

Karen Arnett and Stephanie Napier Tyree spent two weeks in Seatle at training required for the grant from the Gates Foundation. Also furniture has been ordered for the locations that will receive computers. Work has begun on the lab for Charleston. A room on the 2nd floor that formerly housed the backfiles for magazines and newspapers will be used for the lab. The backfiles have been relocated temporarily to another area of the 2nd floor. After clearing the room for the computer lab we discovered the room contained no electrical outlets. Consequently more work is being done than had been anticipated to prepare the room for the lab.

The Library had an exhibit at an event for teens at Town Center sponsored by Shawnee Hills. We had an exhibit featuring materials about teen health and lifestyle choices.

Public services staff in all locations undertook KCPL's first attempt at an output measures survey during March. The purpose of the survey is to gain a better understanding of how our patrons are using our facilities. A number of volunteers assisted with surveying the patrons. The staff are to be commended for their handling of this important project.

Linda Wright shared some comments received from patrons that replied to the output measures survey.

Mrs. Rugeley changed the order of business and introduced Richard Ressmeyer, Development Director to discuss the author event and the annual fund campaign.

1. Author Event. Mr. Ressmeyer reported that 296 reservations have been made for the Homer Hickam program on Sunday May 2, at 2:00 p.m. He reported that the West Virginia Capitol Center is holding the date of May 2 for the Library in the event that additional reservations are made. The Charleston Library will hold a maximum of 280 seats.

2. Annual Fund Campaign. Mr. Ressmeyer announced that the annual fund campaign has raised $10,207.29 as of April 12, 1999. The money has been raised through a variety of mailings and promotional materials. Mr. Ressmeyer reported that additional mailings will be done during the month of May. Mrs. Rugeley invited each Board member to contribute to this campaign and emphasized the importance of 100% Board participation.

3. Announcement. Mrs. Rugeley announced that Mr. Ressmeyer has resigned from his position and accepted a position as the Executive Director West Virginia Commission on the Arts, a section of the West Virginia Division of Cultural History. Board members extended their good wishes to Mr. Ressmeyer.

Reports of Committees:

1. Membership Committee. Mrs. Poffenbarger reported that the Membership Committee met and agreed to ask Mr. Doug Walters, Mrs. Jerie Whitehead and Mrs. Carole Glasser to serve an additional term on the Board of Directors. After discussion and on a motion by Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, it was the decision of the Board to approve submitting the above names to the Board of Education for consideration.

Mrs. Rugeley announced that she sent a letter to each Kanawha County Commissioner with background information on each candidate that was selected by the Membership Committee and explained the reasons why each candidate was selected. She asked that the Commissioners join the Library in recommending the names to the Board of Education for approval.

2. Financial Affairs. Mr. Smith reported that the Financial Affairs Committee met and discussed the following five resolutions:

RESOLVED, that the Library Director and Administrative Services Officer are authorized to use up to $12,000 from the Harry Straley Estate special fund for furniture for the computers received from the Gates Foundation Grant.

RESOLVED, that the Library Director is authorized to use up to $1,200 from the Harry Straley Estate special fund for the purchase of a work of art of the Charleston Library in celebration of the Library's 90th anniversary.

RESOLVED, that $25,000 be transferred from the unencumbered fund balance to the fiscal year 1998/99 budget in order to cover costs for the new Riverside Branch.

RESOLVED, that $50,000 from the Sissonville Branch Capital Reserve be transferred to the fiscal year 1998/99 budget for expenses associated with site preparations.

RESOLVED, that $18,000 from the Collection Improvement Reserve fund be transferred to the fiscal year 1998/99 budget for the collections at the Cross Lanes Branch Library and Riverside Branch Library.

Mrs. Poffenbarger agreed to select the frame to be purchased for the work of art of the Charleston Library. After discussion, the Committee moved that the above resolutions be adopted. Mr. Walters seconded the motion, and it was unanimously carried.

Mrs. Rugeley changed the order of business and asked that the reports on the Old Business be taken up before discussing the budget.

Old Business.

1. Cross Lanes. Ms. Wright reported that the official grand opening of the Cross Lanes Branch Library on Sunday, March 21 went very well. Ms. Wright noted that Cindy Miller did a wonderful job organizing the event. There was a 29% increase in circulation in March, 1999 over March of 1998. 6,700 people came through the doors and 6,600 items were checked out.

Dr. Ranson reported that the arbitration concluded after nine full days. The lawyers for both parties will now submit briefs to the arbitrator by April 16 and a decision will be made by the arbitrator by mid to late May.

2. Gates Grant. Ms. Wright reported that the schedule for installation of the computers KCPL will receive from the Gates Foundation is now scheduled for mid July to early August. She reported that we now will not have the challenge of trying to open the Riverside branch by the end of June in order to receive the computers.

3. Riverside. Ms. Wright distributed photos around the table of the Riverside branch. The carpet is now in place. Ms. Wright reported that the bid for furniture and equipment by the Board of Education came in under budget.

4. Sissonville. Ms. Wright reported that Dr. Ranson met with the Department of Highways. It was determined that the property used for the bus access road has to stay in the Board of Education's possession and that the Board of Education

will need to make application with the Department of Highways. Several officials at the Board of Education have been contacted about this matter.

New Business.

1. Expect the Best Award. Ms. Wright announced that the Library was selected to receive an "Expect the Best" award given by the Chamber of Commerce in honor of the Library's 90th anniversary. On March 17, WOWK television representatives came to the Library and made a 60 second commercial about the library and its services which is now being aired.

2. Correspondence. Mrs. Rugeley reported that several Board members received a letter from VTLS stating that they are aware that KCPL has selected SIRSI to be the automation software for the Library. Mrs. Rugeley then asked Ms. Wright to give the Board an update on this situation.

Ms. Wright informed the Board members that Karen Arnett, KCPL Automation Manager, is contacting the library that was referred to in the VTLS letter and will update Ms. Wright when she receives more information. Ms. Wright also reported that we are in the process of negotiating a contract with SIRSI. We are working with a library automation consultant on the contract and that Cabell County Library is also working with the consultant and will be sharing the expense.

It was the decision of the Board to have the Library Director make a recommendation on how to handle the letter received from VTLS.

Mrs. Rugeley then asked Mr. Smith of the Financial Affairs Committee to report on the 1999/2000 budget.

Report of Committees Continued:

1. Financial Affairs. Mr. Smith presented a copy of the budget for the Library for fiscal year 1999/2000. After discussion and upon a motion by Mr. Smith from the Committee, seconded by Dr. Byrd, and unanimously carried the 1999/2000 budget was adopted and is hereby attached to the minutes of the meeting.

The last item of business discussed was National Library Week. Ms. Wright recommended for consideration the following resolution:

WHEREAS, April 11-17, 1999 is celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library is celebrating its 90th anniversary, and

WHEREAS, the staff members of the Kanawha County Public Library system have very successfully undertaken a number of significant projects during this past year that will improve library services in the County for some years to come; and

WHEREAS, the staff members of the Kanawha County Public Library system daily continue the long tradition of this institution in providing a high quality collection of library materials and an excellent quality of service, and

WHEREAS, the Board of Directors of the Kanawha County Public Library system are pleased to take this occasion to commend the outstanding work of the staff of the Kanawha County Public Library system,

THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system in recognition of National Library Week extend this special acknowledgement and appreciation to all members of the Library staff.

After discussion and upon a motion by Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried the above resolution was adopted.

There being no further business the meeting was adjourned.

Virginia W. Ringley
President

Linda G. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY
1999/2000 BUDGET
INCOME

	1998/1999	1999/2000	% INC/DEC
Levying Authorities			
Board of Education	1,743,893	1,855,306	
County Commission	1,743,893	1,855,306	
City of Charleston	650,159	680,142	
Subtotal	***4,137,945***	**4,390,754**	**6.11%**
State Grants			
Grant In Aid (@ 4.01 per capita)	718,544	755,508	
Nitro Administrative Fee	5,138	4,433	
Institutions Grant	19,052	9,116	
Subtotal	***742,734***	**769,057**	**3.54%**
Branch Support			
Clendenin	2,983	2,603	
Cross Lanes	5,533	6,116	
Dunbar	46,666	46,413	
Elk Valley	5,326	5,035	
Glasgow	1,472	1,465	
Marmet	2,144	1,916	
St. Albans	63,017	63,091	
Sissonville	3,996	3,936	
Subtotal	***131,137***	**130,575**	**-0.43%**
Other			
Capital Reserve - Riverside	44,000	44,000	
Clendenin flood Insurance Reserve	0	600	
Fines and Fees	85,000	90,000	
Interest	55,000	63,276	
Miscellaneous/Booksale	25,000	35,000	
Jacobson Fund	55,000	45,000	
Library Foundation	30,000	10,000	
Subtotal	***294,000***	**287,876**	**-2.08%**
GRAND TOTAL	***$5,305,816***	***$5,578,262***	**5.13%**

KANAWHA COUNTY PUBLIC LIBRARY
1999/2000 BUDGET
EXPENDITURES

alaries	1998/99	1999/00	% INC/DEC
Full-time Professional	1,020,501	1,007,044	
Full-time Paraprofessionals	1,284,280	1,333,238	
Part-time Paraprofessionals	273,077	281,210	
Substitute Professionals	7,000	7,175	
Substitute Paraprofessionals	78,500	80,463	
Overtime	3,000	3,000	
Salaries Subtotal	**2,666,358**	**2,712,130**	**1.72%**
Benefits			
Drug and Alcohol Screening	1,200	500	
Education	4,500	10,000	
Employee Assistance Program	5,500	5,500	
Employee Parking	23,400	29,000	
Retirement	262,720	274,758	
FICA	203,810	207,095	
Health Insurance	322,792	332,249	
Dental/Vision Insurance	25,100	35,000	
Disability Insurance	10,000	10,000	
Workers Compensation	18,100	20,000	
Unemployment Compensation	10,000	10,000	
Subtotal	**887,122**	**934,102**	**5.30%**
Salaries & Benefits Total	**3,553,480**	**3,646,232**	**2.61%**
Materials for Collection	796,500	861,000	
Reserve for Improved Collections	0	0	
Collection Materials Total	**796,500**	**861,000**	**8.10%**
Building and Equipment			
Automation Equipment	10,000	10,000	
Automation Repair & Maintenance	71,000	71,000	
Automation Software	17,000	13,000	
Building Repair & Maintenance	75,000	73,300	
Building Improvements	35,000	42,600	
Equipment Repair & Maintenance	10,300	10,035	
Equipment Purchase	49,000	48,240	
Rental, Equipment & Vehicle	1,200	1,000	
Vehicle, Gas & Oil	6,500	6,000	
Vehicle, Maintenance	10,800	12,400	
Vehicle, Purchase	25,000	0	
Computer Equipment	37,000	30,600	
Copier Expenses	14,450	12,650	
Uniforms	900	900	
Building & Equipment Subto	**363,150**	**331,725**	**-8.65%**

ersonnel			
Recruitment	2,500	2,500	
Training	26,000	26,000	
Travel	12,000	21,000	
Personnel Subtotal	**40,500**	**49,500**	**22.22%**
ublic Relations			
Printing	16,300	18,800	
Programs	9,500	8,400	
Advertising	4,205	5,000	
Public Relations Subtotal	**30,005**	**32,200**	**7.32%**
upplies			
Office Supplies	18,400	19,800	
Automation Supplies	10,500	11,000	
Library Supplies	54,100	56,965	
Housekeeping Supplies	12,300	12,225	
Supplies Subtotal	**95,300**	**99,990**	**4.92%**
ilities			
Electricity	95,000	96,300	
Water/Sewerage Treatment	13,000	15,825	
Natural Gas	10,000	10,400	
Fire Service Fee	750	900	
Telephone	51,031	65,300	
Trash Removal	3,100	3,050	
Utilities Subtotal	**172,881**	**191,775**	**10.93%**
ther			
Collection Expense for Overdue Materials	2,500	2,000	
Duplicating Expenses	4,700	0	
Postage/Freight	64,000	68,475	
Refunds	2,000	2,000	
Memberships	2,900	2,900	
Audit	3,300	3,500	
Property and Casualty Insurance	29,000	30,000	
OCLC Cataloging Expense	29,000	29,000	
Miscellaneous	2,000	2,000	
Professional Fees	12,000	12,000	
Sales Tax	1,600	300	
Security for Cross Lanes	0	400	
Capital Expenditure - Riverside	44,000	44,000	
Booksale	17,000	17,000	
Other Subtotal	**214,000**	**213,575**	**-0.20%**
apital Reserve Fund	0	112,265	
ontingency	40,000	40,000	
TOTAL	**$5,305,816**	**$5,578,262**	**5.13%**

Adopted at the April 12, 1999 meeting of the Kanawha County Public Library Board of Directors.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 10, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 10, 1999 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Poffenbarger
Dr. Byrd	Mr. Ray
Mrs. Chilton	Mr. Reustle
Ms. Graff	Mrs. Rugeley
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Karen Arnett, Automation Manager, Mr. Dan Marslender, Human Resources Manager, Ms. Cindy Miller, Public Relations Officer and Ms. Diana Grant, Administrative Assistant.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Chilton, seconded by Mrs. Poffenbarger, and unanimously carried, the Minutes of the regular meeting held April 12, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Poffenbarger, and unanimously carried, the payment of Book Bills in the amount of $53,849.35 and General Bills in the amount of $80,223.77 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,472.46 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Poffenbarger, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

April was National Poetry Month. At noon on Friday, April 9 and Friday, April 16 the Library with the full cooperation of the weather, hosted two lunchtime poetry readings on the front plaza of the Charleston Library. These programs were well received with 100 people attending. Yvonne Farley of the Reference staff coordinated these events. Charlie Tuitt and Kevin Kidd of the Audiovisual staff were the soundmen.

The Audiovisual department, especially Kevin Kidd, provided major assistance for a series of three programs on Verdi's "Requiem" presented by library patron Lou Capaldini. Guest speakers included symphony staff and Maestro Conlin, Father Sadie and representatives from the University of Charleston.

Diane Cheshier, Charleston Children's Programmer developed and implemented a program entitled "Holocaust Remembrance" which was presented on Sunday afternoon April 18 to an audience of 45 people.

The Children's Department and Read Aloud of Kanawha County held an Author Month Reception in the Department on Monday evening, April 26 with 200 people attending.

The Elk Valley Branch held a yo-yo contest which was attended by over 60 parents and children.

Most locations had special sessions on Wednesday, April 21 for Read to Me Day with volunteers reading to various groups of children.

Mrs. Rugeley changed the order of business and introduced Ms. Cindy Miller, Public Relations Officer to discuss the Homer Hickam Author Event.

Ms. Miller noted that it was a tremendous afternoon on Sunday, May 2 for the Homer Hickam event. The event was sold out with a crowd of 500 people. Cindy reported that the line for the book signing went out to Capitol Street. Approximately 15 books did not get signed due to time restraints and are being shipped to Homer Hickam. The media turnout was good. Homer Hickam stayed after the book signing and spoke to the media. West Virginia Library Commission filmed the author presentation. Ms. Miller is planning to use portions of the film on the Library Update show once Homer Hickam signs the release. There were no major problems that day. Ms. Miller stated that Wellington's did a wonderful job with the dessert presentation. Seven students displayed their science fair projects at the library.

Pam Tarr commended Linda Wright, Cindy Miller and Richard Ressmeyer for the great job they did for taking a new approach with the annual author event. She also acknowledged Mrs. Rugeley for the wonderful job she did as M.C.

Mrs. Rugeley thanked Cindy Miller and Diana Grant for the great job they did in handling most of the details of the event. She presented each one of them with a bouquet of roses.

Cindy announced the Street Fair will be held on May 22 from 10 a.m. – 4 p.m. at the Charleston Library. This is one of our 90th anniversary events.

Mrs. Rugeley changed the order of business and introduced Karen Arnett, Automation Manager to discuss SIRSI and the concerns raised by VTLS with regard to changing automation vendors. Mrs. Rugeley stated that she and other Board members had received letters from VTLS. Mrs. Rugeley informed the committee that she has full faith in the selection process that was headed by Karen Arnett, and indicated so in the letter she sent to VTLS. Karen Arnett went through each point raised by VLTS in the letters that were sent to Board members. She was able to refute every concern raised by VTLS to the satisfaction of the Board.

Reports of Committees:

1. Building Committee Mr. Moss reported that the principal at Flinn Elementary requested that the proposed parking lot at the Sissonville site be rotated 90

degrees. The Building Committee subsequently met and reviewed and approved a revised site plan. The bus access road can be turned over to the state highway department; however, the Library is responsible for contracting with a civil engineering firm to do the design work. Fred Ranson has contacted four companies regarding this. Ms. Wright noted that the Library will be on the May 20 agenda at the Board of Education meeting for review and action on the official request regarding the property for Sissonville. After discussion and upon a motion by the Committee, seconded by Ms. Graff, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to contract for design services for the Sissonville Branch Library project for grading, parking lots and bus access road, site utilities and storm drainage, contingent upon the receipt of a letter of intent from the Board of Education to transfer the needed property.

Mrs. Rugeley thanked Harry Reustle for speaking up for the Board of Directors at a recent Board of Education meeting regarding membership on the KCPL Board.

2. Long Range Planning Committee. Mrs. Rugeley reported that since the Long Range Planning Committee is quite large, another smaller Steering Committee was put together to oversee the long range planning process. The Steering Committee consists of Patty Deutsch, John Singleton, Nelle Chilton, Pam Tarr, Mrs. Rugeley as

chair, and Larry Rowe. Ken Bailey will serve as an ex officio member. Staff on the Committee includes: Linda Wright, Ginger Miloserney and Linda Brumfield.

3. Personnel Committee. Dr. Bailey reported that the Personnel Committee had looked at the long-term disability policy and presented the proposed policy to the Board. After much discussion, it was decided that the Personnel Committee will go back and review this policy again before bringing it to the Board for a recommendation.

4. Support Services Committee. Ms. Wright reported the Support Services Committee met and discussed two upcoming renovation projects: Dunbar Branch staff work area and renovating the lower level of the Charleston Library once the Extension Department moves on to Riverside. Ms. Wright reported that the dollars are already in the budget for these projects.

5. Marketing and Development. Pam Tarr reported the last Marketing and Development Committee meeting was very productive. The group discussed roles in which they can be helpful in public awareness and fundraising. The Committee is undertaking a quote campaign. Committee members are asking community members for quotes about what the library means to them and/or what role the library has played in their life. These quotes will be used in a newspaper supplement about library services in July of this year. This supplement will be of no cost to the library, as Charleston Newspapers will be selling ads to offset the cost. The quotes will also be used in the

annual report and other promotional materials. Each person on the Board will be getting a quote sheet to complete.

Ms. Tarr also noted that the Library is in the process of completing an eight-minute video about library services that will be used in going out into the community and speaking with groups and organizations. She asked that Board members suggest groups that the Library can contact about doing a presentation.

Ms. Tarr stated that September is Library Card Sign Up Month. This is a time when staff normally visit areas schools. This year the Marketing & Development Committee is working on identifying opportunities with larger local employers to set up a library card registration and information table during lunch breaks.

Old Business.

1. Riverside – Glasgow/Marmet. Ms. Wright reported that she is finalizing staff configurations. She is currently talking with the Glasgow/Marmet staff. She will be making a recommendation on hours for Glasgow, Marmet and Riverside to the Public Services Committee later this month.

2 Sissonville. Ms. Wright noted that we are continuing to raise funds. To date approximately 80% has been raised toward the challenge grant from the Greater Kanawha Valley Foundation.

New Business.

1. Development Office. Ms. Wright explained to the Board that Richard Ressmeyer, former Development Director, had handled development, grant writing and had done his own clerical work. After reconsideration of the Library's current needs she stated that an attempt will be made to find someone to do development work on a contractual basis. A part-time clerical support position would be created.

2. Announcement. Ms. Wright announced that the Library was just notified of receipt of a $10,000 grant to undertake a study to determine why people use or do not use the library. The idea is to have eight focus groups around the county as well as survey forms to solicit information. This work will be completed by the end of September.

There being no further business the meeting was adjourned.

Virginia W. Rugeley
President

Linda J. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 14, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 14, 1999 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bailey	Mr. Ruestle
Dr. Byrd	Mrs. Rugeley
Mrs. Chilton	Mr. Smith
Ms. Hemmings	Ms. Tarr
Mr. Kauffelt	Ms. Whitehead
Mr. Ray	

Also present were Ms. Linda Wright, Library Director, Ms. Ginger Miloserny, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special Guest: Mr. Chris Winton, KCPL attorney.

Mrs. Virginia Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the regular meeting held May 10, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, the payment of Book Bills in the amount of $92,131.30 and General Bills in the amount of $221,792.74 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $13,981.83 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Smith, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

The big event for May was the 90th Anniversary Committee's Street Fair. Despite some showers early in the morning, we had a great day and a good turnout. Among the activities were a puppet show, yo-yo demonstration, musicians, reading to children by Read Aloud members, paperback book sale, bookmobile open for tours, the Library Lynx and so on. This was a tremendous effort to pull together and execute and staff are to be highly commended. Numerous positive comments were received from the public.

The Library's Young Adult Task Force participated in a teen program called RIOT (Responsible Individuals of Tomorrow) at the Civic Center on May 13 sponsored by the Charleston Public Safety Council. The Library had a booth and video display about the Library.

The Leadership training series for all supervisors concluded in May. Each participant was awarded a diploma by Mrs. Rugeley at the last session on May 19.

Also branch staff and Charleston Children's Department staff were busy preparing for the summer reading program, Rock and Read. They also spent a great deal of time visiting various elementary schools around the county to promote this program.

Terry Mullins, Head of Extension Services, has submitted her resignation effective June 25. She has taken a position in North Carolina.

Mrs. Rugeley changed the order of business and moved to the Cross Lanes item on the agenda. She stated that each Board member was mailed the results of the arbitration. Mrs. Rugeley briefly outlined the decision made by the arbitrator and then asked Mr. Chris Winton to answer any questions and to discuss how we will move forward with the remaining issues at the Cross Lanes Branch Library.

Mr. Winton reported on his letter to the American Arbitration Association, and then discussed with the Board several other issues regarding Cross Lanes.

REPORTS OF COMMITTEES:

1. Support Services Committee. Ms. Wright reported that the Board of Directors previously approved the purchase of a new courier van. She indicated that an additional $4,000 was needed to purchase this courier van. After discussion and upon a motion by Mr. Ray, seconded by Ms. Tarr, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer $4,000 from the Contingency Line Item to the Vehicle Purchase Line Item in the FY 1998/99 budget.

2. Public Services Committee. Ms. Wright reported that the Public Services Committee met and discussed reducing the hours at the Glasgow Branch Library from 17

hours per week to 14 hours per week effective August 2 due to staffing needs at the new facility at Riverside. Ms. Wright stated that she has met with the Mayor of Glasgow and discussed the option of the community raising additional dollars to keep the hours the same.

Ms. Wright stated that she has spoken to the Marmet Advisory Board and the Mayor of Marmet regarding the need for additional dollars to keep the same hours of operation per week at the Marmet Branch Library. The Mayor will put this on the agenda for the upcoming council meeting.

It is the recommendation of the Public Service Committee to set the number of hours of public operation per week at 39 hours at the Riverside facility. After much discussion and upon a motion by Mr. Ray, seconded by Ms. Chilton, and unanimously carried the following resolution was adopted:

RESOLVED, That the hours of operation at the Glasgow Branch Library be adjusted from the current 17 hours per week to 14 hours per week effective August 2, 1999; and

FURTHER RESOLVED, That the hours of public library operation at the new Riverside Branch Library be set at 39 hours per week.

Ms. Wright will forward a copy of the Board of Directors decision to reduce the hours so that the Mayor of Glasgow will have an official document to present to the community.

Ms. Wright reported that the Public Services Committee discussed the daily overdue fine rate for videos and CD-ROMs. Each Board member received a copy of the circulation policy for audiovisual materials with the recommendations for changes. A copy is attached to the minutes of the meeting. It is also being recommended that the $1.00 penalty for returning audiovisual materials in the interior book returns be removed. Ms. Wright discussed the pilot program that took place at the St. Albans Branch Library in regards to returning audiovisual materials to the interior book return. After discussion and upon a motion by Ms. Chilton, seconded by Dr. Byrd, and unanimously carried, the following resolution was adopted:

RESOLVED, That the daily overdue fine rate for videos and CD-ROMs be decreased from the current $1.00 per day to .10¢ per day with a maximum fine of $4.00 effective July 1, 1999; and

FURTHER RESOLVED, That the $1.00 penalty for returning audiovisual materials in interior book returns be removed effective July 1, 1999.

Ms. Wright discussed the impact the one Fine Free Day has each month on staffing, courier deliveries and the amount of space needed for the returned items, etc. The Public Services Committee discussed the issue and is recommending to have Fine Free Day every Thursday. After discussion and upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted:

RESOLVED, That effective July 1, 1999 each Thursday will be fine free to encourage the prompt return of library materials.

3. Marketing/Development. Ms. Tarr reported that the Marketing and Development Committee is still soliciting quotes and would like to receive responses from the Board members. She reported that we have already received some quotes.

4. Long Range Planning Committee. Mrs. Rugeley stated that a full Long Range Planning meeting is scheduled for Tuesday, June 15. Discussion will take place on how the Steering Committee will work with the full Long Range Planning Committee to develop a long range plan for the library and to bring the group up-to-date on the activities planned for the summer and fall. Mrs. Rugeley distributed a packet of information that contained: Members of the Planning Process Steering Committee, an overview of the Public Library Association's 23 step long range process, including a service response summary and a timeline for developing KCPL's plan.

Mrs. Rugeley stated that we have been in contact with Ryan-McGinn-Samples about doing focus groups and phone surveys of users and non-users of the library to fulfill the grant we have received for this project. The Marketing/Development Committee will be used as the first focus group. Ryan-McGinn-Samples would like to get feedback from the Marketing/Development Committee on other questions and issues that should be addressed.

Discussion took place regarding the Library serving as a catalyst to bring community representatives together for a ½ day session in the fall to develop a community vision. Dr. Byrd shared her experiences with this type of dialogue meeting

and agreed to serve on a smaller committee that will oversee this project. It was the consensus of the Board to have the library serve as a catalyst.

5. Building Committee. Ms. Wright reported that the Building Committee met and discussed the site development work at the Sissonville Branch Library. She stated that the Library hired Woolpert LLP, engineering firm, to develop a detailed site plan and to oversee the site development work. She stated that the Committee would like to prepare the site this summer. After discussion and upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to seek bids for site development work at the Sissonville library and;

BE IT FURTHER RESOLVED, That the Building Committee is hereby authorized to evaluate the bids received and award a contract for said site work in an amount not to exceed $150,000.

OLD BUSINESS.

1. Riverside. Ms. Wright announced that the shelving will be installed at the Riverside facility within next week. After the shelving is in place we can then begin to move in. The Riverside Partners' grand opening is scheduled for Saturday, July 17.

Mrs. Rugeley asked Sharon Hemmings to discuss the technology plan for Riverside and how laptop computers are a key element of this plan. Mrs. Hemmings reviewed the development of the plan and its adoption by the Board of Education in

1996. Mrs. Hemmings stated that the Library is part of the Benedum Initiative Collaborative, a group of partners at Riverside High. One of the major functions of the Benedum Initiative Collaborative is to see that the original vision and goals for Riverside High School are carried forward. After much discussion and upon a motion by Mr. Ray, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted:

> RESOLVED, That the Kanawha County Public Library, as one of the partners at Riverside supports the original community vision for the technology plan at Riverside High School and expresses concern about the impact any modification in that plan could have on the library as a collaborative partner.

NEW BUSINESS.

1. Appointment of New Board Members. The Board of Education has made the following appointments to the Kanawha County Public Library Board effective July 1, 1999.

> Ms. Jerie Whitehead – renewal
> Justice Elliott Maynard in place of Mr. Douglas Walters
> Ms. Jennier Pauer in place of Ms. Carole (Cookie) Glasser

2. Nominating Committee. Mrs. Rugeley announced she has appointed Nelle Chilton, Cookie Glasser, and Doug Walters as the Nominating Committee. This Committee will consider and recommend nominations for the election of officers at the annual meeting to be held in July. Ms. Chilton will chair the committee.

3. Annual Meeting. Mrs. Rugeley announced that the annual meeting will be held on Monday, July 12 at 2:00 p.m. at Cross Lanes Branch Library.

There being no further business the meeting was adjourned.

Virginia H. Rugeley
President

Linda J. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

July 12, 1999

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 12, 1999 at 2:00 p.m. at the Cross Lanes Branch Library.

The following members were present:

Dr. Bailey	Mr. Rolston
Mrs. Chilton	Mrs. Rugeley
Ms. Graff	Mr. Smith
Mr. Moss	Ms. Tarr
Ms. Pauer	Ms. Whitehead
Mrs. Poffenbarger	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant.

Mrs. Rugeley, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

The President welcomed the library staff and the following guests: Ms. Faith Bragg from the Cross Lanes Branch Advisory Board; Ms. Lakin Cook, Education Manager for WV CAS; Ms. Dorinda Custer, Vice President of the Dunbar Branch Library Advisory Board; Ms. Pricilla Haden of the KCPL Marketing/Development Committee; Ms. Cheryl Hall and Mr. Pete Thaw members of the Kanawha County Board

of Education; Mr. Martin Jones from the Sissonville Branch Library Advisory Board; Ms. Susan Leasure from the St. Albans Public Library Board; and Mrs. Warren Point, President of the Woman's Kanawha Literary Club.

Mrs. Rugeley then recognized the newest Board member, Ms. Jennifer Pauer, and asked that each Board member introduce themselves.

Approval of Minutes. Upon a motion by Ms. Graff, seconded, and unanimously carried, the minutes of the June 14, 1999 regular meeting were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Poffenbarger, and unanimously carried, the payment of Book Bills in the amount of $50,207.95 and General Bills in the amount of $121,267.20 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $38,523.04 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Poffenbarger, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Staff Presentations. The President introduced Ms. Cindy Miller, Public Relations Manager, and asked her to introduce our guest speakers.

Cindy Miller then introduced the following staff members who made presentations to the Board:

- Ginger Miloserny, Public Services Manager, shared an overview of how communication has improved among units by using Task Forces.

- Karen Arnett, Automation Manager, and Elizabeth Fraser, Assistant Head of the Reference Department, spoke on the process of how the automation software, SIRSI, was selected and highlighted some of its features.

- Dan Marslender, Human Resources Manager, Linda Brumfield, Assistant St. Albans Branch Supervisor and Carol Johnson-Cyrus, the supervisor of a unit within the Reference Department, highlighted some topics covered at the Leadership Challenge sessions offered to all Kanawha County Public Library supervisors and shared their personal experiences from the classes.

- Alice Riecks, Cross Lanes Branch Librarian, spoke on the public response to the new Cross Lanes Branch Library facility.

- Cindy Miller, Public Relations Manager, highlighted the 90th anniversary programs and activities. She then introduced KCPL's first librarian, Mabel Delle Jones portrayed by Ms. Linda G. Wright, to present an overview of the beginnings of the Charleston Public Library.

The President thanked all staff for their hard work throughout the 98/99 fiscal year.

A copy of the annual report is hereby attached to the minutes of this meeting.

The regular portion of the meeting resumed.

New Business:

1. Public Services Committee. Mr. Moss reported that the Public Services Committee met and would like to present to the Board some revisions to the Electronic Usage and Resources Policy. Mr. Moss read the changes to be made to the policy. After discussion, the Committee moved the policy be adopted. Ms. Graff seconded the motion, and it was unanimously carried.

By the recommendation of Ms. Graff, minor editing will be made to make the policy consistent in word usage.

2. Nominating Committee. Ms. Chilton reported that the Nominating Committee recommends the following slate of officers for 1999/00:

- Dr. Kenneth Bailey - President
- Ms. Pamela Tarr - First Vice President
- Mr. T. D. Kauffelt - Second Vice President
- Ms. Linda G. Wright - Secretary/Treasurer
- Mr. Fred Ranson – Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion by Mr. Smith the above-named officers were elected by acclamation.

New Business.

1. Board Member Recognition. Ms. Rugeley announced that Ms. Carole Glasser and Mr. Doug Walters had completed their terms of office on the Board of Directors as the Board of Education has appointed two new members.

Ms. Chilton read the following resolution and upon a motion by Ms. Chilton, seconded by Mr. Smith, and unanimously carried, the following resolution was adopted and presented to Ms. Glasser:

WHEREAS, Mrs. Carole Glasser has served the Kanawha County Public Library with ability and dedication as a member of the Board of Directors since 1979; and

WHEREAS, Mrs. Glasser has over the years generously given her expertise and conscientious service as a member of this Board and particularly to the Personnel and Long Range Planning committees of this Board; and

NOW, THEREFORE BE IT RESOLVED, That this expression of appreciation and esteem be spread upon the minutes of this meeting and that a copy be presented to our colleague.

Mr. Rolston read the following resolution and upon a motion by Mr. Rolston, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted and presented to Mr. Doug Walters:

WHEREAS, Mr. Douglas Walters has served the Kanawha County Public Library with ability and dedication as a member of the Board of Directors since 1994; and

WHEREAS, Mr. Walters has furthered the aims and purposes of this institution by his conscientious service as a member of this Board and as a member of several committees of this Board; and

NOW, THEREFORE BE IT RESOLVED, That this expression of appreciation and esteem be spread upon the minutes of this meeting and that a copy be presented to our colleague.

Mrs. Rugeley invited Ms. Glasser to the podium to give some parting words to the staff and Board.

Mrs. Rugeley then introduced Terri McDougal, Children's Services Department Head, to present Ms. Linda G. Wright, with a card from staff in appreciation of her dedication and hard work.

2. Riverside Opening. Mrs. Rugeley announced that the Riverside Branch Library Grand Opening is Saturday, July 17, 1999 from 10 a.m. – 2 p.m.

Mrs. Rugeley then shared her departing thoughts with the Board and staff and welcomed the new President, Dr. Kenneth Bailey, to office and to preside over the remainder of the meeting. Dr. Bailey thanked Ms. Rugeley for the excellent job she had done as President during the past three years. The Board unanimously was in favor of the following resolution that was presented to Mrs. Rugeley:

WHEREAS, Mrs. Virginia H. Rugeley has served as the President of the Kanawha County Public Library Board of Directors since July 12, 1996; and

WHEREAS, Mrs. Virginia H. Rugeley has led the Library with great distinction during a period of time that has seen the opening of a new branch facility in Cross Lanes, the planning and development of an additional joint use facility at the new Riverside High School, continued expansion of the use of technology including the introduction of Internet access and increased efforts to improve internal communications and staff training opportunities, and the introduction of an annual retreat for Board members; and

WHEREAS, Mrs. Virginia H. Rugeley has given very generously of her time and skills to the benefit of the Library; and

NOW, THEREFORE BE IT RESOLVED, That the Board of Directors wishes to express its deep appreciation for the leadership she has rendered to the Library during her tenure as President of the Board.

Dr. Bailey also presented Mrs. Rugeley with a plaque from staff and Board members in appreciation of her outstanding service to the Library.

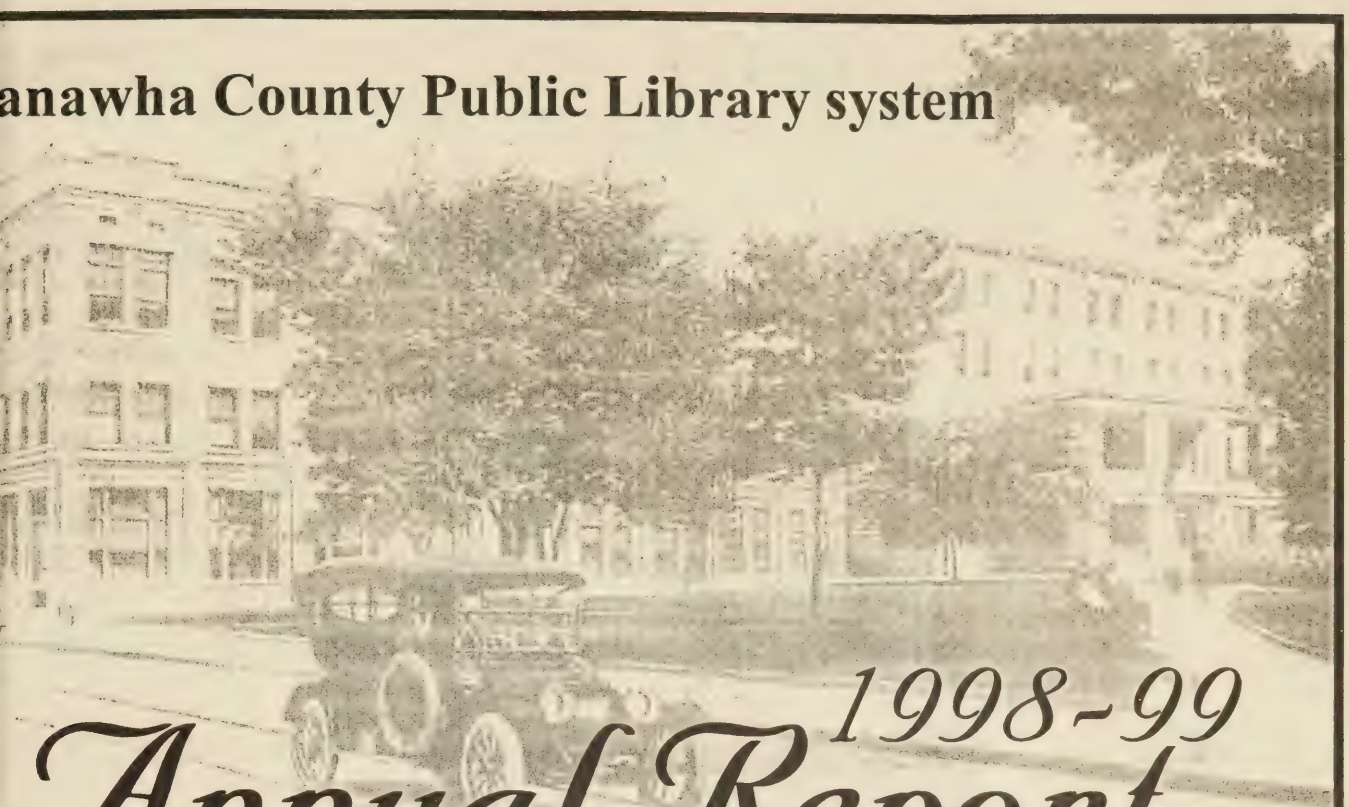
There being no further business, the meeting adjourned.

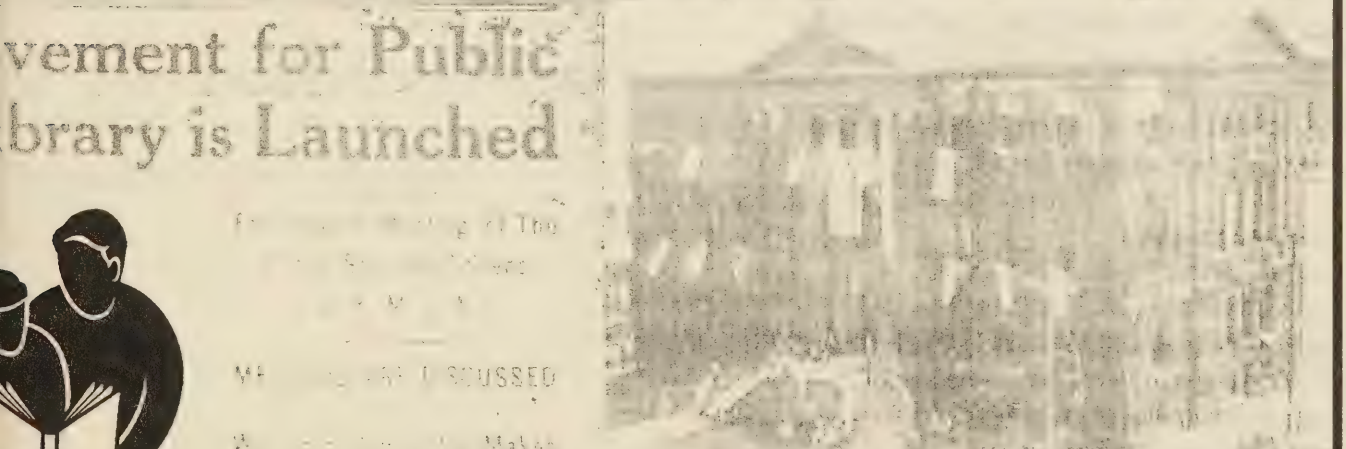
Virginia H. Rugeley
President

Linda G. Wright
Secretary

anawha County Public Library system

1998-99 Annual Report





Celebrating 90 Years: 1909 – 1999

On the Cover

Top:
In June 1909 the Charleston Public Library first opened in a room within the YMCA (the building on the right).

Middle, from left:
1-Bookmobile service began in 1934. This picture dates from the 1940s. Identification of the driver is unclear, but he appears to be either Mr. Fletcher or Charles House.
2-Charleston's first librarian, Mabel Delle Jones.
3-A patron's library card from 1920.

Bottom, from left:
1-Headline from a Charleston Gazette article published Feb. 17, 1909.
2-The Capitol annex, Memorial Day, 1919 or 1920. After several temporary moves the Kanawha County Public Library moved to the annex in 1924 and remained there for more than 40 years.

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Kanawha County Public Library system

Board of Directors

Virginia H. Rugeley, President
Kenneth Bailey, First Vice President
T. D. Kauffelt, Second Vice President

Charlene Byrd
Nelle Chilton
Carole Glasser
Sandra Graff
Sharon Hemmings
Bruce Moss
Susan Poffenbarger
John L. Ray
Harry Reustle
Darrell Rolston
Parker K. Smith, Jr.
Pamela D. Tarr
Lew G. Tyree
Douglas J. Walters
Jerie Whitehead

Linda G. Wright, Library Director

Library Staff

'at Abbott
anet Adams
tefanie Adkins
eggy Anderson
ean Andrews
aren Arnett
ynn Barney
)wayne Bartley
Iolly Becker
3ill Bell
'atty Bergeron
ohn Boggess
Carla Bostic
Tiffany Bostic
)livia Bravo
Willie Brooks
inda Brumfield
)arlene Burdette
Reba Burdette
Mary Burgess
Sara Burgess
Melissa Carr
Angie Cash
)iane Cheshier
Eddie Childers
anet Christman
Garnett Clark
Sarah Cooper
Patricia Crihfield
Sandra Cunningham
Matthew Dailey
Kim Dankovich
Penny Dawson
Judy Duncan
Samantha Eck
Shannon Faber
Lori Falin
Yvonne Farley
)enise Ferguson
Ronnie Finney
Nancy Flowers
Brenda Foye
Elizabeth Fraser
)avid Frercks
Sandy Frercks
Al Garbosky
Beverly Geiger
Robert Gibson
Heather Glasko
Tim Good
Wanda Good
)iana Grant
Paul Gwinn

Pam Hacker
Betty Jane Harper
Jessica Harper
Susan Harper
Gail Harrison
Marilyn Henstock
Bridget Herndon
Jane Hicks
Billy Holcomb
Susanna Holstein
Judy Hudnall-Cordle
Terry Huffman
Jane Hughes
Linda Irving
David Jackson
Sharon Jaggers
Angela Jones
Carrie Jones
Carol Johnson-Cyrus
Karen Kelly
Jenifer Kidd
Kevin Kidd
Ramona Kidd
Kelli Kroeger
Linda Lacaria
Cindy Lane
Linda Lawrence
Ethel Lindberg
Travis Lloyd
Mary Lou Lucas
Lisa Mack
Dan Marslender
Terri McDougal
Margaret McGarrity
Donna McNeely
Heather Meadows
Angie Miller
Cindy Miller
Karen Miller
Linda Miller
Joyclyn Mills
Ginger Miloserny
Stacey Moore
Lucy Morris
Louise Mundy
Susan Murphy
Stephanie Napier-Tyree
Jean Naylor
Judy Nicholas
Tammy Parker
Sharon Patton
Erika Pauley
Kim Payne

Henry Pickens
Thelma Pickrell
Annette Phillips
Fred Ranson
Darla Raynes
Don Raynes
Pam Reger
Wayne Rhodes
Anne Rice
Alice Riecks
Debbie Russell
Jane Saluta
Vicky Samples
Mary Savage
Susan Saylor
Carolyn Schade
David Schau
Faye Shafer
Lynn Sheehan
Pam Shillingburg
David Simms
Shirley Smyth
Margot Spence
Julie Spiegler
Barbara Straughter
Eddie Sweeney
Marsha Taylor
Mary Ann Taylor
Dixie Thacker
Jo Thornton
Micah Toler
Judy Toney
Peggy Triplett
Norma Truluck
Sandra Turner
Tonie Tuttle
Charlie Tuitt
Traletta Wallace
Lora Ward
Paula Ward
Penny Welday
Sandra Wells
Charlie Wible
David Williams
Joyce Williams
Cicely Woodson
Linda Wright
Sara Sue Wright
Kelly Zurel

1998/1999 Statistics

Total Patrons Registered as of June 30, 1999:	103,166
Total Items in the Collection as of June 30, 1999:	613,224
During the 1998/99 Fiscal Year:	
Items Circulated:	1,137,267
New Patrons Registered:	10,029
Patron Visits to Libraries:	962,165
Patron Calls to Libraries:	66,950
Reserve Requests Processed for Specific Items:	101,052
Items Requested by Other Library Systems from KCPL Through Interlibrary Loan:	2,173
Directional, Information and Reference Questions Answered:	202,931
Number of Computer Users:	38,986
Number of Children's Programs Conducted:	520
Number of Children Attending Children's Programs:	11,108
Number of School Classes Touring Libraries:	347
Number of People Using Public Meeting Rooms:	9,792
Number of Volunteer Hours	
Provided by Young Adults:	4,842
Provided by Adults:	2,038

Operations Highlights

•The opening of the Cross Lanes Branch on January 19 was the crowning achievement of the year for the Public Services unit. It was an example of tremendous teamwork that extended to all departments of the library.

-The new Cross Lanes facility has experienced more than a 20% increase in usage per month during the first six months in their new home. In addition hundreds of new patrons have been registered for library cards. The library can now accommodate larger attendance at library programs and has consequently seen increased participation in programs offered.

•The Audiovisual Department and Children's Services Department each reached a circulation goal of checking out more than 100,000 items this fiscal year.

•With no increase in staff, there was a 26% increase over fiscal year 1997/1998 in the number of items added to the collection by the Technical Services Department staff.

•The Audiovisual Department completed a project that included the recataloging and conversion of the music compact discs. This process has made it easier to locate music materials.

•Due to the increase in the materials budget for the Audiovisual Department, more up-to-date materials were ordered and included in the rotating packets for the branch libraries.

•The timely ordering, processing and cataloging of the new materials for the Cross Lanes Library collection, as well as attaching items to catalog records right before the library opened was a result of the extra effort put forth by the Technical Services staff.

•Technical Services staff reprocessed the entire Extension collection as well as reprocessed and cataloged Dupont & East Bank High School library materials for the new Riverside facility.

•Reference Department staff undertook a series of moves with the goal of developing open space for the computer lab that is part of the forthcoming Gates Grant. A number of Reference staff members temporarily moved their office space from the second floor to the fifth floor. The periodical backfiles were moved to their vacated 2nd floor office area with very minimal interruption of service to patrons.

•The Reference staff conducted a survey from January through May to determine the use of periodicals and newspapers.

•The Literacy Task Force gave the literacy collection and services much needed attention. As a result most of the collection has been reviewed and cataloging and classification procedures were changed to improve access by the public.

•Public Services staff systemwide conducted and completed its first Output Measures' Survey in March of 1999. Two thousand one hundred and eighty six surveys were distributed and some of the results were as follows:

-1,156 browsers, 1,076 (93.1%) found something of interest

-2,568 requests taken, 1,730 (67%) were filled within 7 days

-1,043 subject/authors were sought, 800 were found

-1,208 specific titles were sought, 831 were found

-2,565 reference transactions during the survey, 2,182 were completed

-779,532 materials were used in-house

The purpose of the survey was to gain a better understanding of how patrons are using library facilities.

- To promote library electronic services the Clendenin Branch Library began offering computer classes "by appointment only" and has had much success.

- Patrons' requests for recommendations of videos and books prompted all staff at the Clendenin Branch Library to begin reading and viewing a variety of materials to be able to better recommend materials to their patrons.

- All public service units have given more attention to reviewing and weeding their collections in preparation for the conversion of data for the new library automation software, SIRSI.

- The periodicals back issues collection at Elk Valley was reviewed to eliminate duplication of back issues available on-line electronically through the ProQuest service.

- Due to the planned phase out of the Extension Department, the homebound, courier and blind and physically handicapped services were successfully transferred to the Circulation Department and the West Virginia Library Commisssion.

- Marmet initiated a group of library volunteers to assist with library work and programs. One hundred and seventy five hours were donated by these volunteers.

- Extension Services Department completed an exhaustive review of its collection in order to develop the nucleus of a collection for the new Riverside branch facility and to have an updated, actively used collection for the Bookmobile.

- The Library initiated the use of the West Virginia Education Information system to handle our accounting and payroll related record keeping.

- The number of volunteer hours donated by teens increased by 34% over last year.

"I can't recall getting my first book, but it was long before my first day at school. I was never without a book from then on. When I was eighteen, one of mother's friends decided our town needed a library. She became the librarian and I became the assistant - one of my proudest moments. Since that day, libraries have been my best friend. I wrote my first paper for the Woman's Kanawha Literary Club in the carrels of the old Kanawha County Library. For 43 years, I've researched papers there and on Capitol Street, the old U.S. Post Office. What a thrill it was to take my children and grandchildren for their first visits to the town library and in two weeks, on my 91st birthday, I shall take my great-granddaughter, Emily, for her first visit. The Woman's Kanawha Literary Club founded the Kanawha County Public Library in 1909. I am now the oldest living member and the only one to have known one of the founders."

Mrs. Robert E. Witschey

Past President

Woman's Kanawha Literary Club

Human Resources Highlights

Training

•The Leadership Challenge series of supervisory training programs was completed by 37 staff members. Eleven modules covered topics such as Leading Change, Problem Solving & Decision Making, Conflict Management, Leading People, Coaching/Counseling Employees, Employee Discipline and Documentation, Influencing Others, etc.

•Staff Development Day was held on October 14 with 138 staff members coming together at the Pope John XXIII Pastoral Center. At the request of the YA Committee we had an emphasis on customer service for our teenage users and used a presenter from Ohio. Staff members Karen Arnett, Elizabeth Fraser, Jane Hughes and Alice Riecks also did presentations.

•Sixteen staff members attended the annual conference of the West Virginia Library Association. Jane Hughes, Head of Technical Services, developed and presented material at two different sessions. Terri McDougal, Head of Children's Services, was a panelist at one of these sessions. Susanna Holstein, Branch Librarian at Elk Valley, oversaw the first story swap session to be done at the conference. In addition Judy Duncan, St. Albans Branch Librarian, ended her term as President of the Association.

•Automation Department staff and others from various locations in the system attended a one day statewide workshop in Huntington conducted by trainers from the Gates Library Foundation.

•Karen Arnett and Stephanie Napier-Tyree of the Automation Department spent two weeks in Seattle at training required for the grant from the Gates Foundation.

•The Automation Department increased training for all staff for Microsoft products in preparation for the Gates Grant implementation.

•All Elk Valley staff completed an in-house, self-paced electronic resources training course.

•All the Personnel Policies and Procedures for the system were reviewed and revised and updated as needed.

•Sandy Trimble of the Technical Services Department retired in January with 30 years of service.

"As a child I loved to read, and checked books out of the library on a regular basis. Books truly open up the world to children, and the joy of reading continues to be an important part of my life. It is because of this background that I have truly enjoyed the Read Aloud program. I look forward to the mornings when I am able to sit down and read to second graders at Piedmont School. I believe that reading to children will cause them to love the world of books and to be more curious about the world."

John McClaugherty

Managing Member
Jackson & Kelly PLLC

Technology Highlights

◆A Technology Team was formed to explore the options for a new library automation software system. A very detailed request for proposal was developed and advertised. Seven responses were received. After a well planned and executed evaluation process that involved both members of the Team and other staff, the Team recommended the purchase of new automation software from the SIRSI Corporation of Huntsville, Alabama.

◆A new addition to the KCPL webpage entitled "Kidlynx" was developed by Diane Cheshier, Charleston Children's Programmer and Stephanie Napier-Tyree of the Automation Department. Arranged by subject categories, it gives children the ability to easily find a number of good websites for children.

◆The use of the library's webpage continued to grow.

◆Due to the hard work of Karen Arnett, Ginger Miloserny and Richard Ressmeyer, the library was awarded a grant from the Gates Library Foundation that includes 41 new computers, including 11 for a computer lab, as well as some other equipment at an estimated value of more than $150,000.

-Automation staff visited all locations that will receive computers due to the Gates grant and finalized the location of the computers and determined the wiring and furniture requirements to accommodate all computers.

◆The Cross Lanes and Sissonville branches were added to the library's wide area network. Library staff members at both locations participated in a number of training sessions offered by Automation staff and Reference staff to develop skills needed to take advantage of now having access to the Internet and electronic information resources.

◆The second year of the Clay Foundation grant was successfully completed. Over $80,000 in new computer hardware was purchased and installed.

"I can't imagine a world without books! In fact, I can't remember a time when I didn't read; as a kid I always had my nose in a book. The library in my little home town was small, but it was a magic place for me. It introduced me to everything from Mary Poppins to Greek mythology and took me far beyond the boundaries of a frequently snowed-in New England village. The world of books opened up a world of possibilities for me as a child - and still offers a world of new ideas. What's the best way to stay eternally young and up to date? Take advantage of the library and keep on reading!"

Virginia H. Rugeley
President
KCPL Board of Directors

Building & Equipment Highlights

New windows were installed at the St. Albans Public Library in the 2nd floor conference room, the table in the conference room was refinished, the exterior masonry wall of the library was painted and all ceiling tiles on the 1st floor were replaced.

The Children's Services Department was given a makeover with fresh paint in bright colors, new wall hangings and accessories, and some rearrangement of the furniture and shelving.

An organized effort to clean-up was made by the Dunbar staff to prepare for the upcoming remodeling of the work/staff rooms.

Extensive work was done to prepare an area on the second floor of the Charleston Library to house the new Gates computer lab. The area required electrical outlets to be installed as well as computer cabling. The area was also painted and carpeted, and computer furnishings were purchased.

"Libraries have a mysterious hold on me. I have always loved them. Through them I learn and I am entertained. A step through a library's door and I can be introduced to different people, places and ideas, to times long past or yet to come. I am, therefore, frequently at the Kanawha County Library. I go there for help from the reference librarian on a research question; I go there to look for a particular magazine or newspaper; I go there to find a novel to read; I go there to look for non-fiction books on a topic which interests me; I go there for programs; I go there for audio tapes to listen to when I am on a trip. I go there because I just like being there. I never walk in the door of the library without recognizing what a wonderful resource it is. I seldom say it out loud, but each time I enter, I do think a quiet thank you to all of the people who make our library happen."

Ancella R. Bickley

Building Projects:

Cross Lanes:

- On January 19 the new facility for the Cross Lanes Branch Library opened to the public. After a delay of six months due to problems with the quality of construction, the interior problems were satisfactorily remedied by a third party contractor. The design of the building has received numerous positive comments from the public.

Riverside:

- Library staff finalized the furniture and equipment layout and worked with the Board of Education to develop specifications for furniture and equipment for this joint use facility. Library staff oversaw the wiring for computer access to KCPL's wide area network for both the branch facility and the bookmobile. Plans were made for moving in and an opening date of July 17 was finalized.

Sissonville:

- Discussions continued with the Board of Education regarding the layout of the site for a new branch facility. An architect was hired to develop a site plan. The Department of Highways gave approval of the design of the new bus access road for Flinn Elementary. In May the Board of Education approved the transfer of additional property at the Flinn site to the Library to allow adequate property for the construction of a new library facility.

Programming Highlights

◆The Summer Reading Program, "Creepy Crawlies" concluded with 1,261 children participating in the program. The finale was held at Shawnee Park on July 31 was very successful with approximately 200 children attending.

◆The 1998 Regatta Book Sale was the best ever. We had 900 people through the doors during the first hour! Proceeds were $17,200.

◆The library's youngest patrons frequently visited the Children's Services Department to attend Baby/Toddler Time and check out books and other materials. This new program, geared to those 36 months and younger, draws a large crowd which grew significantly during the year.

◆The Public Relations staff developed a semi-monthly *"Program Guide"* which specifically lists upcoming programs at all locations. The newsletter *"At the Library"* now features information about library services and areas of the collection.

◆The annual Food for Thought program was held systemwide. More than thirteen thousand dollars was forgiven in overdue fines and approximately 5,000 food items were collected and donated to area food pantries and homeless shelters.

◆In April during National Poetry Month, Yvonne Farley of the Reference Department coordinated two lunchtime poetry readings on the front plaza of the Charleston Library. These programs were well received with 100 people attending.

◆The Audiovisual department, especially Kevin Kidd, provided major assistance for a series of three programs on Verdi's "Requiem" presented by library patron Lou Capaldini. Guest speakers included symphony staff and Maestro Conlin, Father Sadie and representatives from the University of Charleston.

Some examples of the variety of other programs held during the year include:

◆Diane Cheshier, Charleston Children's programmer, developed and implemented a program entitled "Holocaust Remembrance" which was presented on Sunday afternoon on April 18 at the Charleston Library to an audience of 45 people.

◆The Elk Valley Branch held a yo-yo contest which was attended by over 60 parents and children.

◆Most locations had special sessions on Wednesday, April 21 for Read to Me Day with volunteers reading to various groups of children.

◆The Volunteen puppetry troupe at Elk Valley presented 8 programs over the past 12 months.

◆The Lives Worth Knowing book discussion series at the Charleston Library has been well received with an average attendance of 18. This program is co-sponsored with the WV Humanities Council and was selected nationally for this series. It is overseen by Yvonne Farley of the Reference Department.

90th anniversary:

As the library would celebrate its 90th anniversary in 1999, a 90th anniversary committee chaired by Cindy Miller developed a year long plan for a wide variety of events and programs.

•Children's Book Week marked the beginning of the library's 90th anniversary celebration. The major event was a series of storytelling programs at each location. Slightly over 200 children attended these programs.

•With the assistance of the West Virginia Humanities Council History Alive performances took place the first quarter of 1999 at all locations. These programs were all very well attended.

•The first ever 90th Anniversary Street Fair was a big success on May 22. Activities took place inside and outside which included storytelling, live music, crafts, games, a puppet show, clowns, food and much more. An estimated crowd of 500 attended the event.

•Each branch library kicked off summer reading by having special birthday parties in honor of the 90th anniversary. Throughout the year, KCPL's 90th anniversary has been well received by the media and the general public.

•In addition to the new programs, the library has sponsored several contests, recognizing exceptional patrons through the Lifetime Readers Club, and issued a reading challenge to adults called Read 99 in '99.

•Throughout the year, KCPL's 90th anniversary has been well received by the media and the general public. The year-long schedule of activities will wrap up in January 2000 with a final reception.

"Reading is an important key in the quest to seek knowledge. It enables people to expand their view of society, the world, and themselves. The books that I have read not only educated and inspired me, but they have also been a source of relaxation. I encourage people of all ages to read books and visit their local library. The information found there opens windows of enlightenment and helps equip readers with tools which will allow them to be successful. It is important to realize that learning should be a life-long journey."

Hazo W. Carter, Jr.
President
West Virginia State College

Outreach Highlights

For the 1998/99 fiscal year the Public Services staff identified a goal of improving the library's relationship with the school system. Some of the results of the work done toward achieving this goal are as follows:

Children's Services:

•All full-time staff "adopted" a classroom at Glenwood Elementary in which to serve as a Read Aloud volunteer once a month. Patty Bergeron and Diane Cheshier, Children's Programmers, presented four special programs to local schools during the school year which resulted in 186 presentations to 5,867 children.

•Children's Services staff assisted with Read Aloud West Virginia's Kindergarten Roundup project in February, 1999.

Reference Services:

•The Reference staff provided access to school-related KCPL publications (Pathfinders, bibliographies, tip sheets, etc.) and policies (homework, class visits, assignment alerts, etc.) as well as homework Internet sites on the Library's Website.

Clendenin Branch:

•Visits were made on a regular basis to elementary schools. Staff participated in middle school Career Day, Faculty Senate, and made monthly visits to distribute information about library programs. Promoted the Volunteen program at the high school. Staff identified home school providers and prepared class visits for this group. Participated in the Accelerated Reader Program by working with the staff at area elementary and middle schools to provide books that the schools did not have for students use.

Cross Lanes:

•Library staff gave a brief presentation to the faculty at each local school to highlight the services and resources provided by KCPL. Promoted library services and resources to individual educators when they used the library. Invited school-sponsored day care programs to visit the library regularly. Supported students participating in the Accelerated Reader Programs by maintaining lists of titles at the circulation desk. Worked with school librarians to coordinate registration for KCPL library cards.

Dunbar:

•Increased outreach to the public schools in the Dunbar Branch area by contacting and/or visiting each facility during the fall. The emphasis of the visits was to identify technology resources at the schools and Dunbar's role in assisting schools with student technology training.

Elk Valley:

•A notebook of Accelerated Reader titles used in the area elementary schools was compiled to assist patrons searching for particular titles. Worked with the Elk Center's Summer Program to provide library books and gave the summer program's students an opportunity to participate in our Summer Reading Club. Provided a program for Pinch Third Base program at the school. Completed library card sign-up at two area schools. Added monthly visits to day cares and made monthly visits to all area elementary schools.

Glasgow/Marmet:

♦Continued improving working relations with schools and day care centers by informing them about library programs. Arranged for monthly visits from Marmet Elementary School. Made arrangements for students to attend some special library programs to earn extra credit.

Sissonville Branch:

♦Promoted library card registration at three elementary schools and the middle school during each open house. Promoted summer reading at each elementary school in Sissonville. Continued registering students for library cards during the ninth grade orientation at the high school.

St. Albans Branch:

♦Invited nine public and two private Kindergarten classes and two junior highs for library card sign-up. Staff went to Albans Elementary weekly and read books to three different classes during each visit. Staff also visited to Lakewood Elementary.

Other Outreach Efforts:

♦The library was represented at several community events throughout the year. Some include:

-Health Fair sponsored by the Cross Lanes Woman's Club

-Charleston Chamber of Commerce's Small Business and Trade Show.

-The Library featured materials about teen health and life-style choices at an exhibit at an event for teens at the Town Center Mall sponsored by Shawnee Hills.

-The Bookmobile participated in the Kanawha County Fair at Shawnee Park on July 15, the Regatta parade in August and was at the Upper Kanawha Valley Fall Festival in October along with flyers about what great things will be in store at the Riverside facility.

-The Young Adult Task Force participated in RIOT sponsored by the Charleston Public Safety Council's Youth Violence Task Force held at the Civic Center. This event was geared toward teens.

-The CAMC Baby Shower was again very successful for the library. The public relations department visited with approximately 400 new and expecting parents and displayed resources and information on caring for babies.

"Many years ago, when I was a seventh grade student at Roosevelt Junior High School and the library was still in the old Capitol Annex, now the site of Huntington Banks, I read a book in my aunt's library about the Incas. It made me decide to read all I could find about these interesting people. It was fascinating and so wonderful to walk up the stairs and see thousands of books from which I could pick and choose.

The public library encourages democratization in our society, and expands the consciousness of any that will enter its doors and take down a book to read. These may be children, as in my case, or a homeless person, or an elderly person, or anyone else. And I do believe I have seen all of these in the reading room."

The public library is an invaluable institution without which our society would be much the poorer."

Dr. Warren Point

retired physician

Grants, Sponsorships, Special Recognition

◆$8,000 was received from the Herscher Foundation for furniture needed to accommodate the computers from the Gates Foundation grant.

◆Received a $10,000 grant from West Virginia University Institute of Technology to conduct a market survey of users and non-users of the library.

◆Elk Valley Branch conducted a fund-raiser for a puppetry stage for Elk Valley raising $400 for this purpose.

The Library Foundation of Kanawha County, Inc.

◆The library sold out to a crowd of 500 people at the Capitol Center when author, Homer Hickam visited the library again on May 2, 1999 as the featured speaker for the Foundation's annual author event. Hickam was first invited to KCPL in November where he spoke to an audience of 90 people.

◆The Library Foundation and the Library system began a major annual fund raising campaign in 1999 entitled: 1999 Fund for the Library "Read Early, Read Always". The goal of the campaign is to raise $50,000 for children's materials, business and economic development materials, electronic information resources and funds to help undertake a library awareness campaign.

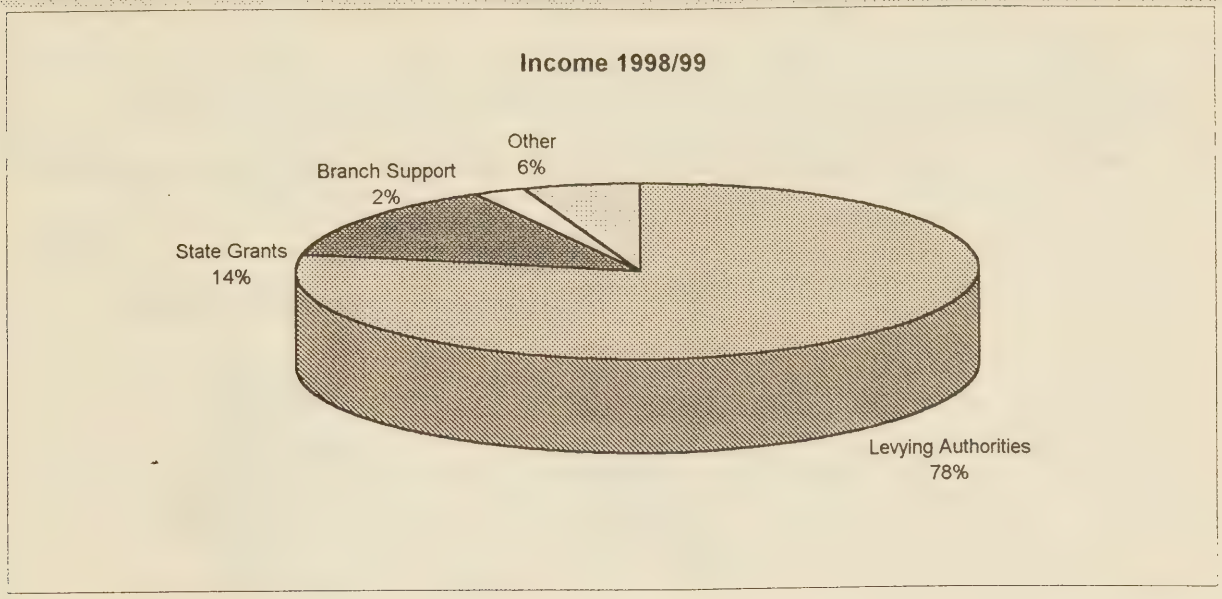
◆A Marketing and Development Committee was organized to assist the Library and the Foundation in these two areas.

◆The Library foundation launched a quote campaign to solicit stories, memories and quotes about the Library from people in the community.

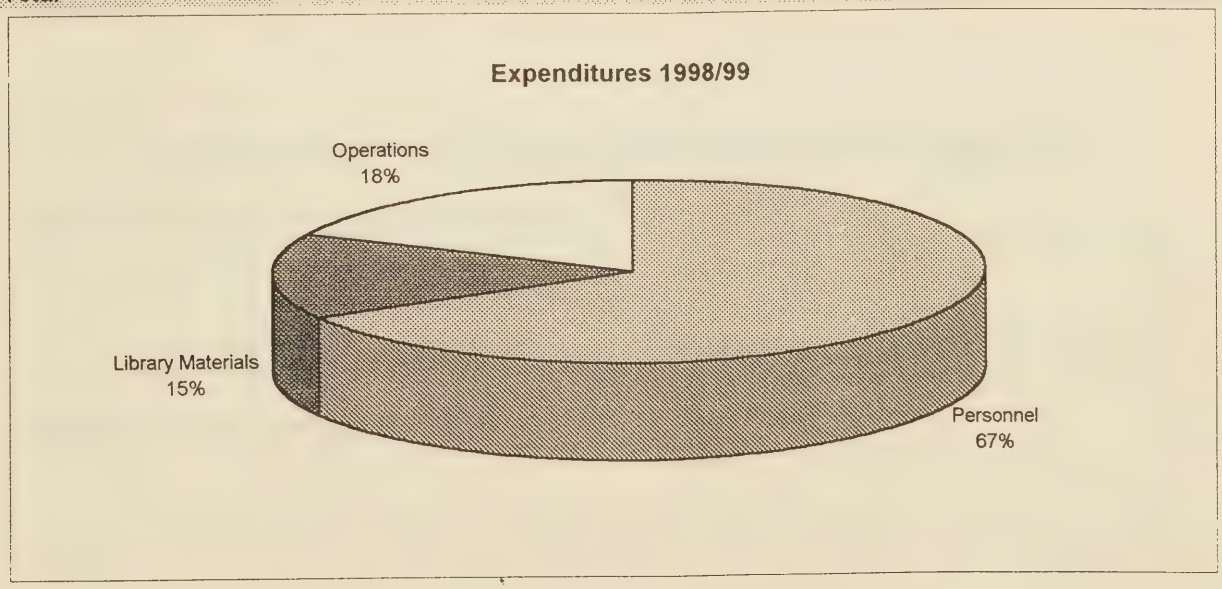
◆Efforts continued to assist the Sissonville Fund Raising Committee to raise $100,000 by June 30, 1999 to meet a $50,000 challenge grant from the Greater Kanawha Valley Foundation. This challenge was successfully met due to the hard work of the committee in doing a variety of fund raising events particularly the NASCAR quilt raffle, yard sales, candy sales, etc. This campaign received numerous generous individual contributions such as those made by Mr. Karney Tinney in memory of his wife Irene, and Mr. John Ray in memory of his grandparents.

KANAWHA COUNTY PUBLIC LIBRARY
BUDGET FOR
FISCAL YEAR 1998/99

Levying Authorities	$4,137,945	78%
State Grants	$742,734	14%
Branch Support	$131,137	2%
Other	$294,000	6%
Total	$5,305,816	100%



Personnel	$3,553,480	67%
Library Materials	$796,500	15%
Operations	$955,836	18%
Total	$5,305,816	100%



MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 9, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, August 9, 1999 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey
Dr. Byrd
Mrs. Chilton
Ms. Graff
Mr. Moss
Mr. Price
Ms. Pauer
Mr. Ray
Mr. Ruestle
Mr. Smith
Ms. Tarr
Mr. Tyree
Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Dan Marslender, Human Resources Manager and Mrs. Susan Murphy, Office Associate.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Introduction of New Members. Ms. Jennifer Pauer and Mr. Walter Price, III were welcomed and introduced to the Board.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mr. Tyree, and unanimously carried, the Minutes of the regular meeting held June 14, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Graff, seconded by Mr. Ray, and unanimously carried, the payment of General Bills in the amount of $128,392.47 and Book Bills in the amount of $51,932.55 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,990.70 duly certified and approved in accordance with the bylaws and on motion of Ms. Graff, seconded by Mr. Ray, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of July. Included were the following:

July was a very, very busy and exciting month. July 17 marked the opening of our newest branch library facility at Riverside High School. This marked the culmination of about five years of work and the achievement of another goal of our twenty year facilities plan; a full service branch facility centrally located in eastern Kanawha County. Riverside is also the first additional facility the library system has added since 1980. July 17 was the sneak preview planned by all the business partners involved at Riverside. It was quite a successful day with an estimated 10,000 people turning out to see this new high school complex. Numerous positive comments were received about the library. Probably the most frequent comment was about how bright it was and how much natural light there is. Now our challenge is to turn these visitors into regular users and getting the word out about this joint facility. As I probably stated last January when we opened the new Cross Lanes branch, it takes the energy and expertise of a good portion of our staff to open a new facility. At Riverside, it took the extremely capable minds and hands of 67 staff members to get this facility ready for opening. The efforts of all these staff members

were very efficiently and effectively orchestrated by Ginger Miloserny, Public Services Manager.

Another major undertaking in July was the implementation of the final steps prior to turning on the 40 new computers the Library received as part of the statewide grant from the Gates Learning Foundation. Before these new computers could be installed, our network had to be adjusted to allow more IP addresses so that these new computers could be connected to the Internet. The computers then had to be unboxed and installed in conjunction with representatives from the Gates Foundation. We also stepped up our ongoing staff training and offered 13 different sessions in July. The Automation Department staff led by Karen Arnett are to be commended for the planning and expertise that resulted in 40 computers being installed and brought on-line in less than 10 days time as planned by the Foundation.

These two projects in some way or another involved most of the entire staff. The staff not only successfully handled these major projects but did so during one of the busiest months of the year while handling numerous children's summer reading program activities and checking out over 100,000 items. July was truly an extraordinary month.

I would also like to report on a staff reorganization that is taking place. As you are aware, the position of Development Officer has been vacant since May 1. Cindy Miller will now become the Marketing and Development Manager. Cindy has been with the library for 5 1/2 years as Public Relations Officer. A position of Community Relations Coordinator will be created to handle a number of the routine public relations responsibilities that Cindy has been handling allowing her to devote a large percentage of her time to development activities.

REPORTS OF COMMITTEES:

1. Personnel Committee. Dr. Bailey deferred to Mr. Marslender. Mr. Marslender stated that there are four new or revised policies: long-term disability, staff development policy, holiday policy and the hours of the workweek (includes compensation time, overtime and Sunday public service work). After discussion and upon a motion by Dr. Byrd, seconded by Ms. Graff, and unanimously carried, all of the policies were adopted.

2. Building Committee. Mr. Moss reported that the Building Committee is considering how to plan for the construction of the new Sissonville building. The site preparation work has begun and we now need to seek architectural services. After discussion

and upon a motion by Mr. Moss, seconded by Mr. Smith, and unanimously carried, the following amended resolution was adopted:

RESOLVED, That the Building Committee is hereby authorized to evaluate all Requests for Proposals received for architectural services for the design and construction of the Sissonville Library; and

FURTHER RESOLVED, That the Building Committee will present a recommendation to the Board of Directors or if time becomes a factor, to the Executive Committee.

3. Financial Affairs Committee. Mr. Smith reported on the background regarding repairs to the Cross Lanes Library so as much as reasonably possible it would be put in the condition that it should originally have been. Upon a motion by Mrs. Chilton, seconded by Mr. Price, and unanimously carried, the following resolutions were adopted:

RESOLVED, That $60,000 be moved from the unencumbered fund balance to the fiscal year 1999/2000 budget to allow work to be completed on exterior repairs to the Cross Lanes building.

RESOLVED, That the Kanawha County Public Library acknowledges receipt of $8,425.28 from the Library Foundation of Kanawha County that has been raised for the construction of the new Cross Lanes Branch Library; and

FURTHER RESOLVED, That these funds will be placed in the fiscal year 1999/2000 operating budget and be used towards the completion of repairs to the exterior of the Cross Lanes Branch Library.

RESOLVED, That the fiscal year 1999/2000 budget be amended by $2,500 received from the Town of Marmet to be used for purposes related to staffing to continue the current hours of operation.

RESOLVED, That the fiscal year 1999/2000 budget be amended by moving $35,000 from the Collection Improvement Reserve to the operating budget with $15,000 to be used for the Riverside Branch collection; $5,000 to be used for the Bookmobile collection, $15,000 to be used for the Sissonville Branch collection.

RESOLVED, That the fiscal year 1999/2000 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year to allow the following amounts to be taken from the unencumbered fund balance for the items designated:

Advertising	$	2,500
Automation		9,986
Automation Repairs and Maintenance		24,715
Automation Software		11,614
Automation Supplies		777
Booksale		60
Building Improvements		26,759
Building Repairs and Maintenance		774
Computer Equipment		24,323
Construction		12,927
Cross Lanes Construction		26,165
Cross Lanes Staff Recognition		2,619
Freight/Postage		324
Furniture/Equipment		33,803
Gates Improvement		18,538
Housekeeping		56
Library Awareness		20,000
Library Materials		52,000
Library Supplies		484
Miscellaneous		29
Nitro		2,183
Office Supplies		96
Printing		4,174
Professional Fees		9,500
Recruitment		116
Riverside Building Project		16,000
Sissonville Construction		43,009
Staff Training		1,050
Staff Travel		2,500
Vehicle Purchase		29,000
Total:		$ 376,081

RESOLVED, That the FY 1999/2000 budget be supplemented by $22,167.00 in State grant-in aid funds for the operation of the Nitro Public Library.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to make the following budget supplements:

FY 1998/1999

AMOUNT	LINE ITEM
$ 124.25	Vehicle Maintenance
$1200.00	Nitro Telephone
Total: $1324.25	

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer $150,000 from the Sissonville Building Project Reserve Fund to the Sissonville Building project line item of fiscal year 1999/2000 budget.

Mr. Smith presented the resolution for a new printer/copier. Upon a motion by Mr. Smith, seconded by Mr. Tyree, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director is authorized to purchase a new printer/copier to replace the current off-set press at a cost not to exceed $14,000.

Mr. Smith presented the resolutions for the purchase of SIRSI software and the computer to run it. Ms. Wright explained the process of selecting SIRSI as the library's new automation software. After discussion and upon a motion by Mr. Smith, seconded by Ms. Graff, and unanimously carried, the following amended resolution was adopted:

RESOLVED, That the Library Director is authorized to sign the contract to purchase the new library automation software from the SIRSI Corporation.

RESOLVED, That $52,394 from the Technology Special Fund and any additional amount that may be received for that Fund be authorized for payment of the new library automation software from SIRSI Corporation and to make accommodations necessary to implement this software in the library system.

RESOLVED, That up to $300,000 from the unencumbered fund balance is authorized for use for the new library automation software from SIRSI Corporation.

RESOLVED, That the Library Director is authorized to solicit bids for a new computer capable of running the library automation software from SIRSI Corporation; and

FURTHER RESOLVED, That the Library Director is authorized to purchase a new computer at a cost not to exceed $100,000.

RESOLVED, That the Library Director is authorized to use $132,805 from the West Virginia Network Upgrade Special Fund to purchase such computer to run the SIRSI library automation software if approval has been received from the West Virginia Library Commission; and

FURTHER RESOLVED, That any funds that may remain after the computer is purchased shall be used for needs related to the implementation of the SIRSI library automation software if written authorization for such use has been received from the West Virginia Library Commission.

Ms. Wright explained that the figures for the reserved funds. After discussion and upon a motion by Mr. Ray, seconded by Ms. Graff, and unanimously carried, the following amended resolution was adopted:

RESOLVED, That the following funds be reserved during the 1999/2000 fiscal year for the purposes designated:

Clendenin Flood Insurance Premium Fund	$ 20,687
Collection Improvement	$ 56,000
Riverside Final Payment	$ 44,000
Bookmobile Replacement	$ 30,000
Sissonville Building Project	$200,000

Dr. Bailey changed the order of business and moved to the Long Range Planning Committee report.

4. Long Range Planning Committee. Mrs. Chilton reported that because of an anticipated increase in activity needed to develop a new long range plan the Long Range Planning members will be advised that they are signing up for at least a year's worth of work and will be asked if they want to continue on the committee. Ms. Tarr reported that the Marketing/Development Committee has begun discussions of possibly leading an effort to identify a community vision. Both Mrs. Chilton and Ms. Tarr are suggesting a Community Vision Conference that would allow different groups to gather and discuss community vision. This would be a daylong (or less) event.

5. Marketing/Development Committee. Ms. Tarr reported that they have received many recommendations from the group. Cindy Miller and the Committee are currently working on a new library card sign up campaign that will take place this fall.

6. Membership Committee. Dr. Bailey reported that the Kanawha County Board of Education and Kanawha County Public Library will be discussing the aspect of appointing members to the Board. He spoke of the possibility of involving the City of Charleston.

Mr. Price briefly described his application process.

OLD BUSINESS.

1. Riverside. Ms. Wright reported that Riverside is open and operating. She stated that it will probably take some time for people to recognize the fact that the library is there and that it is not just the school library. Ginger Miloserny is the head librarian until the position is filled. Ms. Wright said that the position has been posted nationally and will perhaps take six months to find a suitable candidate.

2. Cross Lanes. Mr. Moss stated that the Building Committee is continuing to work to correct the Cross Lanes building. They feel obligated to the citizens to get what they paid for and will continue to search for funds to make things right. Carlton and Company is the only one who will go in and fix the mistakes.

3. Sissonville. Ms. Wright reported that site preparation has started and they hope to have it finished within the month. Dr. Ranson stated that they are waiting for the state to come in and pave the bus road in order to get to the staff parking.

NEW BUSINESS.

Dr. Bailey changed the order of business and opened the discussion about an evaluation of the Main Library.

1. Evaluation of Main Library. Mr. Smith reported that he has made contact with Michael Graves an internationally known architect who has experience designing libraries and doing restorations. Mr. Smith stated that the firm is willing to send a proposal about an evaluation of the current building if the library chooses to have one completed. Ms. Wright noted that this study could tell us if anything could be done with the current building and what

could be achieved compared to what may be needed. The architect would also know the conditions of being an historic building in an historic district.

The library had a space study done in 1991 or 1992 and the recommendation was that we needed more space than we had. If any member would like to see this space study, contact Ms. Wright or Ms. Diana Grant. After discussion and upon a motion by Mr. Price, seconded by Ms. Graff, and unanimously carried, the following draft resolution was tabled pending more information to be provided to Board members:

RESOLVED, That the Finance Committee is hereby authorized to seek the support and financial assistance of the Clay Foundation, or some similar organization, for the purpose of funding a comprehensive professional evaluation of the present Main Library in order to establish the feasibility and estimated cost of remodeling and expanding the current structure to a minimum of one hundred thousand square feet of usable library space; and

FURTHER RESOLVED, That the cost of such a comprehensive professional evaluation is estimated at less than $20,000.

2. Committee Assignments for FY 1999/2000. Dr. Bailey stated that you should contact him if you have any questions or comments about the committee assignments.

3. Recognition of Volunteens. Ms. Wright announced that over 4000 hours had been donated by teenagers this summer and she would like to present each young adult volunteen with a copy of the resolution. Upon a motion by Mrs. Chilton, seconded by Mr. Ray, and unanimously carried, the following resolution was adopted:

WHEREAS, volunteer service is an important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

WHEREAS, the VolunTEENS program builds self-esteem in and teaches community responsibility and work ethics to participants;

NOW THEREFORE BE IT RESOLVED, That the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 1999 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

4. Clendenin. Dr. Bailey announced that he and Ms. Wright have been invited to attend the Clendenin Board meeting. The Clendenin Board currently is considering purchasing the building that is attached to the existing library facility. Mrs. Chilton stated that the Long Range Committee believes that Clendenin needs the space if we find that the structure is sound. Upon a motion by Mr. Price, seconded by Mrs. Chilton, and unanimously carried, the Board agreed that it was interested in further discussions taking place between the Library and the Clendenin Advisory Board about this proposal.

There being no further business, the meeting was adjourned.

Kenneth K. Bailey
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 13, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, September 13, 1999 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Ms. Poffenbarger
Dr. Byrd	Mr. Ray
Mrs. Chilton	Mr. Ruestle
Ms. Graff	Mrs. Rugeley
Ms. Hemmings	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Mr. Tyree
Mr. Price	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special guest: Mr. Chris Winton.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the regular meeting held August 9, 1999 were approved as corrected.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, the payment of General Bills in the amount of $114,715.45 and Book Bills in the amount of $71,091.16 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $113,982.17 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the list be paid.

Dr. Bailey requested that a motion be made to adjourn to executive session. After a motion by Mr. Kauffelt, seconded by Mrs. Rugeley. The motion to adjourn to executive session passed with one member opposing.

After a motion by Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried the meeting moved to open session.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of August. Included were the following:

The implementation of the Gates Grant was successfully completed in August for all locations except Riverside, which is on order. The Automation Department installed the computers in all locations and the technology center in Charleston. They were also required by Gates to present several day long training sessions to KCPL staff and they also performed follow up work at most locations. The Public Services staff did a great job in preparing for these computers and the introduction of them into our routine of service delivery has gone relatively smoothly. As with any new service of this magnitude we will be making adjustments as needed. This makes the third major project the library system has undertaken in 1999 and just as with the opening of the Cross Lanes and Riverside branches, the Gates project involved a great number of our staff to be involved and they each are to be congratulated for their efforts.

The staff work area at the Dunbar Branch was remodeled to develop a more efficient use of space and to replace 20 year old furniture. The plans that were developed by the Dunbar staff also allowed for the creation of a small staff break room. The project was well planned by the staff and was completed on time which was critical as the staff had temporarily relocated to the meeting room which is a busy place during the school year.

The Bookmobile staff and collection were relocated to their new home in the west wing of the Riverside High School. The Bookmobile staff and Maintenance staff did a great job of efficiently handling this move. While the Bookmobile was off the road it underwent some repairs and the collection had work done on it that should be of assistance in the future in improving tracking of what types of materials are being used. The children's bookmobile collection received a thorough review for out of date and worn materials. New children's materials will be selected and purchased during the next several months to improve the collection.

The 1999 Regatta Booksale was quite successful Almost $17,900 was made during the Sale. This event takes a tremendous amount of staff time to stage and I appreciate the contributions made by so many staff that resulted in another successful booksale.

Early announcement for your calendar – Staff Development Day will be Thursday, November 11.

Mr. Price thanked Ms. Wright for the wonderful job she did presenting the orientation for the new Board members.

Reports of Committee:

1. Building Committee. Mr. Moss reported that the Building Committee met and interviewed two architectural firms that submitted proposals to design the new Sissonville library facility. The two firms that were interviewed were Silling & Associates and N Visions. Mr. Moss stated that the Committee's recommendation was N Visions. Discussion took place on the responses to the questions asked of the architectural firms. After much discussion and upon a motion by Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the following amended resolution be adopted:

RESOLVED, That N-Visions be selected as the architect for the proposed new branch library building in Sissonville; and

RESOLVED FURTHER, That the Library Director is hereby authorized to begin negotiations on the agreement on behalf of the Kanawha County Public Library and then bring the agreement to the Board for final consideration; and

RESOLVED FURTHER, That no arbitration provisions be allowed in the contract.

Old Business:

1. Long Range Plan. Mrs. Rugeley stated that the library is acting as a catalyst in organizing a community visioning conference for the Kanawha Valley. We are partnering with Charleston Newspapers and the West Virginia Center for Civic Life. The conference is tentatively scheduled for Saturday, October 23 from 9:30 a.m. – 2:30 p.m. at Capital High School. Mrs. Rugeley stated that facilitators will be provided by the West Virginia Center for Civic Life and Charleston Newspapers will run several ads in the next few weeks requesting responses to several open ended questions and asking if

they would they be willing to come to a half day visioning conference. A letter has been sent to area organizations along with a response form and a preliminary list of organizations that received the same mailing. Each Board member will be receiving this information in the mail. Mrs. Rugeley stated that she is working with a small task force and may be asking for Board assistance with this endeavor.

2. Sissonville. Ms. Wright distributed pictures around the table of the site preparation work that has taken place at the Sissonville site.

3. Main Library Consulting Study. Dr. Bailey reported that the main library consulting study issue was tabled at the August Board meeting. Mr. Smith asked that this issue remain tabled. It was unanimously agreed upon.

There being no further business, the meeting adjourned.

Kenneth K. Bailey
President

Linda F. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 11, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, October 11, 1999 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Price
Dr. Byrd	Mr. Ray
Mrs. Chilton	Mr. Rolston
Ms. Graff	Mrs. Rugeley
Mr. Kauffelt	Mr. Smith
Ms. Pauer	Ms. Tarr
Ms. Poffenbarger	Mr. Tyree

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special guest: Mr. Brooks McCabe.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Mr. Kauffelt, and unanimously carried, the Minutes of the regular meeting held September 13, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Graff, seconded by Ms. Tarr, and unanimously carried, the payment of General Bills in the amount of $92,871.86 and Book Bills in the amount of $61,646.85 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $8,121.60 duly certified and approved in accordance with the bylaws and on motion of Ms. Graff, seconded by Ms. Tarr, and unanimously carried, it was ordered that the bills set out on the list be paid.

Dr. Bailey changed the order of business and asked Mr. Rolston of the Support Services Committee to give his report.

Mr. Rolston reported that Mr. McCabe met with the Support Services Committee and has a proposal that he would like to discuss with the Board. Mr. Rolston then turned the meeting over to Mr. McCabe.

Mr. McCabe shared several diagrams of the project he is developing with the renovations of the old KB&T Building and the Kanawha Hotel and a new building which will link these two older buildings. Mr. McCabe is seeking permission to encroach underground on the library's property in two places for the foundation of the new building connecting the two older buildings. Mr. Kauffelt has been in contact with Mr. Carl Andrews, McCabe-Henley Properties, Inc. attorney, and has reviewed the deed of the library's property and did not find any problems that would prohibit the requested easement. After much discussion and upon a motion by Mr. Price, seconded by Ms. Graff and unanimously carried, the following resolution was adopted:

RESOLVED, That pursuant to the review of the proper documentation by the Executive Committee of the Kanawha County Public Library's Board of Directors, that approval be granted to Kanawha Hotel Limited Liability Company to encroach on the library's property for underground structural purposes.

Mr. McCabe then shared diagrams and plans for the walkway between the Library and the Kanawha Hotel and asked the Board for their input on his design. Mr. McCabe stated that he will addressing this plan with the Board at a later date once his proposed plans are complete.

Dr. Bailey then asked the Library Director for the Director's monthly report.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of September. Included were the following:

During the week of September 13 the SIRSI staff member assigned as KCPL's project manager came on site to work with the Library's SIRSI Implementation Task Force on the very complex and large project of determining the parameters KCPL will use for both patron and holdings information. The SIRSI software is set up very differently from what we are accustomed to with VTLS. The SIRSI representative gave the staff a lot of background information that will be invaluable. This visit also helped us focus our internal activities to better prepare for sending our data to SIRSI. The staff are to be highly commended for shifting gears and tackling the changing of status data for thousands of items in our collection.

As we do every September efforts were made to sign up additional patrons. In order to do this staff were out at schools and businesses to make people aware of our services. Some of the areas covered were: the downtown United Bank facility, City Center West, Sam's Club, all of the ten elementary schools in St. Albans, and all the elementary schools and the middle and high school in Sissonville.

The Library cooperated with Read Aloud West Virginia to schedule a reception here on Friday evening, September 24 in conjunction with their annual statewide conference. Eighty people attended the reception.

The first full month of school operations at Riverside have gone quite well. We had 50 class visits of 1700 students. Almost all were from high school classes but also included visits from Pratt and Midland Trail elementaries and from day cares. A number of additional classes from other area schools have registered for visits. The custom furniture has now been installed as have the computers for public access. Mrs. Rugeley and I attended the Upper Kanawha Valley Festival held at Riverside on October 2. I provided a tour of the library to Commissioners Bloom and Carper. Both were very impressed with this new facility.

There were several articles about library programs including Riverside in a special supplement in the newspapers on September 8.

REPORTS OF COMMITTEES:

1. Long Range Planning Steering Committee. Mrs. Rugeley reported that Ryan-McGinn-Samples will be presenting the preliminary report on the results of the

user/non-user opinion survey on Thursday, October 14 at 4:00 p.m. Ryan-McGinn-Samples will schedule a full scale presentation for the Board at a later date.

Mrs. Rugeley distributed copies of the follow-up letter that is going to citizens/organizations of Kanawha County who have shown interest in the Community Vision conference that is scheduled for Saturday, October 23 from 9:30 a.m. – 2:30 p.m. at Riverside High School. Lunch will be provided. Mrs. Rugeley stated that she would like to see a good representation from the Library Board.

Mrs. Rugeley reported that since the decision was made to have the Community Vision conference, this places the library a couple months behind schedule in developing the long range plan for the library.

2. Public Services Committee. Ginger Miloserny reported that the Public Services Committee met to discuss the patron's concern about lack of accessibility to the technology lab that was received at the last Board meeting. The Committee reviewed the guidelines that were received from the Gates Library Initiative and decided that the library is observing the goals set by the Gates Library Initiative which heavily emphasize training for patrons and staff. Ms. Miloserny reported that computers are available in the public service areas that are available to patrons during the open hours of the library. A copy of the letter that will be sent as a reply to the patron was distributed to all members of the Board.

3. Building Committee. Dr. Bailey reported that the Building Committee is looking at a proposed architect for the Sissonville facility. Dr. Ranson reported the paving, gravel and shoulders were completed for the bus loop at the Sissonville site. He has been in contact with the Department of Highways regarding the guardrails that need to be erected at the entrance. It was reported that Carlton Company has begun work on the exterior repairs to the Cross Lanes Branch facility.

OLD BUSINESS.

1. Main Library Consulting Study. Dr. Bailey reported that the main library consulting study issue was tabled at the August Board meeting. Mr. Smith asked that this issue remain tabled. It was unanimously agreed upon.

NEW BUSINESS.

1. Board Retreat. Dr. Bailey reported that he would like to have the Board Retreat in the early spring. A tentative date of Saturday, March 18 was set for the Board Retreat.

2. Miscellaneous. Mr. Kauffelt requested that the library should look into developing a policy regarding internet filtering. Discussion took place on internet filtering. Mr. Kauffelt suggested that this be taken up at the Board Retreat.

Dr. Bailey announced that Staff Development Day is scheduled for Thursday, November 11 at the St. Johns Pastoral Center. The next Board Meeting is scheduled for Monday, November 8, 1999 at 4:00 p.m.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 8, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, November 8, 1999 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey
Dr. Byrd
Mrs. Chilton
Ms. Graff
Mr. Kauffelt
Mr. Moss
Mr. Price
Mr. Reustle
Mrs. Rugeley
Mr. Smith
Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant. Special guest: Mr. Chris Winton.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Dr. Byrd, seconded by Ms. Graff, and unanimously carried, the Minutes of the regular meeting held October 11, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Price, and unanimously carried, the payment of General Bills in the amount of $122,569.25 and Book Bills in the amount of $51,983.11 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $15,637.63 duly certified and approved in accordance with the bylaws and on motion of Mr. Kauffelt, seconded by Mr. Price, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of October. Included were the following:

The library card sign up project continued in October. This project entails library staff visiting major business operations in the area. During September and October we have made visits to Columbia Natural Resources, the new Federal building, City Center West, United Bank Building and Union Carbide. Two other sites have been scheduled: the One Valley Bank building and the Fort Hill Child Development Center.

The SIRSI implementation task force attended a SIRSI users group meeting in Williamsburg, Virginia in October and also visited two public libraries currently using SIRSI: Henrico County in suburban Richmond and the Enoch Pratt Public Library in Baltimore. The group brought back valuable information about training and other aspects of implementation that should help make this whole experience go a little smoother. Our patron and collection data was sent to SIRSI in mid-October for conversion. A tremendous staff effort was undertaken to get this data ready. Literally thousands of records were "cleaned up" in order to meet the new requirements of the SIRSI software.

The requests by elementary schools for programs showed a significant increase in October. Children's programmers Patty Bergeron and Diane Cheshier made 106 presentations to over 3100 children during October. Other outreach efforts this month included St. Albans staff members and the Library Lynx riding in the St. Albans

Homecoming Parade; a table of library information in the commons at Riverside High School during Teen Read Week; and a library camp for homeschoolers and their parents held at the Cross Lanes library.

Ginger Miloserny, Head of Public Services has resigned. Ginger will be returning to Arizona to accept a position and where she has family. Her last day at Kanawha County Public Library will be November 12.

Dr. Bailey stated, and other members of the Board agreed, that the *Director's Doings* Ms. Wright publishes monthly is very informative and thanked Ms. Wright for distributing it to them.

Dr. Bailey announced that one Legislative Session took place on Wednesday, November 3. Four legislators attended the session. The next session is Wednesday, November 10 at 8:30 a.m.

Dr. Bailey changed the order of business and asked Chris Winton to discuss issues relating to the Cross Lanes Branch Library.

After discussion and upon a motion by Mr. Kauffelt, seconded by Ms. Graff, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Complete Mutual Release with Silling Associates, Inc. is hereby approved.

REPORTS OF COMMITEES:

1. Support Services. Mr. Kauffelt reported that he has been in contact with the attorney for McCabe-Henley-Durbin, LP regarding the necessary documents for the

easement request. He stated that McCabe-Henley-Durbin has suggested paying $100 for the deed for the property and if they should discontinue using the property, it reverts back to the library. Mr. Kauffelt stated that the attorney is to send him the deed.

Mr. Price made a motion that $500 be charged to McCabe-Henley-Durbin, LP for the easement and the president of the Board of Directors be authorized to sign the necessary legal documents on behalf of the Board. Ms. Graff seconded the motion and it was unanimously carried.

2. Financial Affairs Committee. Mr. Smith read and discussed three resolutions.

Upon a motion by Mr. Price, seconded by Ms. Graff and unanimously carried the following amended resolution was adopted:

RESOLVED, That with the approval of the President of the Board, the Library Director and Administrative Services Officer may extend vendor contracts on a year-to-year basis when it is determined to be in the best interest of the Library;

FURTHER RESOLVED, That the appropriate Board Committees would be notified in writing in advance of the signing of such contracts.

After discussion, Mr. Smith moved the following resolutions from the Committee. Dr. Byrd seconded the motion and they were unanimously carried:

RESOLVED, That up to $8,100 be transferred from the fiscal year 1999-2000 budget's contingency line item to the professional fees line item to cover the remaining portion of the cost of the Ryan-McGinn-Samples Research's study of library users and non-users.

RESOLVED, That $5000 be transferred from the contingency line in the 1999/2000 budget to the recruitment line.

3. Building Committee. Mr. Moss reported that a meeting had been held with the proposed architectural firm for the Sissonville project to finalize a contract. Subsequent to that meting the firm submitted its costs proposal. Mr. Moss discussed the cost proposal and the concerns of the Building Committee. After discussion, Mr. Moss moved from the Committee the following resolution:

RESOLVED, That the Building Committee is hereby authorized if needed to seek additional Requests for Proposals for architectural services for the new Sissonville Public Library; and

FURTHER RESOLVED, That the Building Committee is hereby authorized to evaluate the proposals received and to negotiate a contract with the architectural firm the Committee deems to be in the best interests of the Library; and

FURTHER RESOLVED, That the President of the Board of Directors is hereby authorized to sign a contract with the architectural firm so selected, provided the architectural and engineering fee does not exceed 7%.

Mrs. Rugeley seconded the motion and it was unanimously carried.

4. Personnel Committee. Ms. Graff stated that the Personnel Committee agreed that they would like to acknowledge the work of staff members during the past year. She gave two examples of this work. One being the opening of two branch libraries and the second the implementation of SIRSI. Upon a motion from the Committee, seconded by Mrs. Rugeley and unanimously carried, the following resolution was adopted:

> RESOLVED, That the library will be closed on December 23 as part of the Christmas holidays in order to extend to staff an additional day off in recognition of the extra effort that has been put forth to attain the major accomplishments that have been achieved by the staff during 1999.

OLD BUSINESS.

1. Community Vision Conference. Mrs. Rugeley stated that 45 people attended the Community Vision Conference on October 23. It was a successful and productive day and most areas of Kanawha Valley were represented. Mrs. Rugeley briefly discussed the arrangements of the day and stated that information was solicited at the conference which will assist in developing a vision for the library.

The Long Range Planning Steering Committee, along with other members of the Board, attended a presentation by Ryan-McGinn-Samples on the Public Opinion Survey Report. She stated the library is in the process of putting together a large group presentation by Ryan-McGinn-Samples for KCPL staff, the Long Range Planning Committee, Marketing/Development Committee, the Board of Directors and the branch

advisory boards. Once this takes place two meetings will follow. The first meeting will be with staff to get their reactions and responses to the report and to get their input regarding KCPL's strengths and weaknesses and where they want to see the library go in the future, etc. And a second meeting will be held with the Marketing/Development Committee, Long Range Planning Committee and Steering Committee members to get the same kind of information.

NEW BUSINESS.

1. Cross Lanes Branch Library. Ms. Wright distributed pictures of the Cross Lanes Branch facility along with pictures of the Sissonville site work that has taken place. She reported that the repairs to the brickwork at Cross Lanes had been completed and that work was well underway on the EFIS.

2. Clendenin Branch Library. Ms. Wright shared that the Clendenin Branch Library Advisory Board has discussed expanding the Clendenin Branch Library building for several years. She stated that the circulation in that branch continues to grow. The adjacent building to the library and with which the library shares a common wall is for sale. An engineer has looked at the building and his report did not reveal any major problems with the building. The library also had an asbestos review done and it also came back with no significant problems. Ms. Wright stated that over the past three years the library has received from a benefactor approximately $12,000 to be used for the Clendenin Branch. It is her recommendation that those funds be used towards the

purchase and the balance of the purchase price come from the library's operating budget. We would then challenge the community to raise the money for the renovation costs.

After discussion, Mrs. Chilton made a motion to approve the purchase of the building adjacent to the Clendenin building at an amount not to exceed $25,000. Mrs. Rugeley seconded the motion and it was unanimously carried.

2. Christmas Open Houses. Each member of the Board received a copy of a schedule for all KCPL libraries hosting Christmas Open Houses.

3. Miscellaneous. Mr. Price shared his concerns regarding the involvement of the Riverside Branch Library with special events that take place at Riverside High School. After discussion, Mr. Walters made a motion asking the Director to meet with Mr. Clendenin, Riverside High Principal, regarding such issues. Mrs. Rugeley seconded the motion and it was unanimously carried.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 13, 1999

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, December 13, 1999 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Reustle
Dr. Byrd	Mr. Rolston
Mrs. Chilton	Mr. Smith
Ms. Graff	Ms. Tarr
Ms. Pauer	Mr. Tyree
Mr. Ray	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special Guest: Ms. Karen Arnett

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Dr. Byrd, seconded by Mr. Reustle, and unanimously carried, the Minutes of the regular meeting held November 8, 1999 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Tarr, seconded by Mr. Rolston, and unanimously carried, the payment of General Bills in the amount of $288,912.69 and Book Bills in the amount of $108,289.99 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $124,018.64 duly certified and approved in accordance with the bylaws and on motion of Ms. Tarr, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of November. Included were the following:

Staff Development Day for 1999 was held on November 11 at the Pope John XXIII Center. Over 130 staff members were in attendance. The evaluations for the day gave high marks to the various presentations that were made. I very much appreciate the staff who presented various sessions. They were Jane Hughes, Head of Technical Services, Yvonne Farley of the Reference Department, Susanna Holstein, Branch Librarian at Elk Valley, the entire Audiovisual Department worked together on a presentation, as did several members of the Children's Department. The Human Resources Department did a great job in organizing and executing this event.

In honor of Children's Book Week and as one of the final events for our 90th anniversary we held a week of storytelling events at most of our locations. Unfortunately in most instances we had a low attendance and we will need to review how we promoted this event so we can improve our efforts. However, the most successful of these events was held at Riverside with 33 people attending and we were quite pleased with this audience at this new facility. Also during Children's Book Week at Riverside we scheduled a number of class visits and asked local community members and some members of the news media to serve as guest readers in order to try to bring more attention to this facility. As a result we had a very nice large front page article in the Metro East about this event and about what Riverside has to offer.

In November we initiated a new program series aimed at small business people called BizBreak. Two programs were presented in November by Elizabeth Fraser the Assistant Head of the Reference Department. These programs are offered early in the morning before we open and each program highlights a different aspect of business and the resources the Library and the Internet have in relation to that aspect.

One of the most interesting programs we had this month was offered at the Elk Valley Branch. A member of the Elk Valley community offered a program focusing on Native Americans and the type of food that might have been served at the first Thanksgiving. There were several hands on activities for this family program.

The additional day off has been received with enthusiasm and appreciation by staff.

Ms. Wright passed a thank-you note around the table to all Board members that was received from the St. Albans Branch staff in appreciation of the extra day off.

Ms. Wright then introduced Linda Miller, the newly appointed Public Services Manager, and briefly gave the Board members background information regarding Linda's experience and positions at KCPL.

Dr. Bailey made the following announcements: The contract with N-Visions, the architectural firm selected to do the work for the Sissonville Library, has been signed after small changes were made. N-Visions has begun work. The release form from Silling Associates, Inc. has also been signed. Dr. Bailey complimented a gentleman working at the drive through window at the Charleston Library late one evening for waiting on him a few minutes after hours to pick up papers that were left at the drive through for him.

REPORTS OF COMMITTEES:

1. Building Committee. Ms. Wright reported that an agreement has been signed with N-Visions for architectural work at the Sissonville Branch Library. She reported that she, Fred and Mr. Miller have walked through the Cross Lanes Branch Library to look at the design of that building. It is our hope that construction on the Sissonville site will begin in April. Discussion took place regarding the design work of this new library.

2. Long Range Planning Committee. Ms. Wright reported that Ryan-McGinn-Samples conducted a presentation on December 2 on results of the Public Opinion Survey. On December 8 Mrs. Rugeley led a follow-up session with supervisors of KCPL staff at the Dunbar Branch. Mrs. Rugeley received input regarding what KCPL supervisors felt were KCPL's strengths, weaknesses, opportunities and threats. A follow-up meeting with Board members, advisory boards, Marketing & Development and Long Range Planning Committees will be held December 16 at 3:30 p.m. in the John V. Ray room. Doug Walters will conduct the meeting on December 16. Ms. Wright encouraged everyone to attend.

It was the consensus of the supervisors at the December 8 meeting, that more KCPL staff should be invited to participate in giving their input regarding KCPL's strengths, weaknesses, opportunities, and threats. After discussion it was decided that two or three small group meetings will be held for staff.

Ms. Wright also reported that a vision statement has been drafted and sent to all that attended the Vision Conference. It is hoped that by early next year a final vision statement will be completed and sent to all the individuals and organizations who were invited to participate in the Conference.

Dr. Bailey reported the Board Retreat will be held Saturday, March 18 at 9:00 a.m. at the Summit Conference Center.

2. Financial Affairs Committee. After discussion and upon a motion by Mr. Smith, seconded by Ms. Graff and unanimously carried, the following resolutions were adopted:

RESOLVED, That the fiscal year 1999/2000 budget be amended by $1500 received from the Town of Glasgow and two community groups to be used for purposes related to staffing to resume 17 hours a week of operation at the Glasgow Branch Library.

RESOLVED, That the fiscal year 1999/2000 budget be amended by $50,000 received from Silling Associates, Inc.; and

FURTHER RESOLVED, That these funds be placed in the Cross Lanes construction line item.

RESOLVED, That the fiscal year 1999/2000 budget be amended by $9,577.18 received from an insurance settlement for the automobile accident damage done to the new Cross Lanes facility; and

FURTHER RESOLVED, That these funds be placed in the Cross Lanes construction line item.

OLD BUSINESS.

1. Cross Lanes. Ms. Wright reported that exterior work to the Cross Lanes Library should be completed by the end of the year with the exception of the landscaping and shrubbery. She reported that the Cross Lanes Advisory Board appreciates the KCPL Board's commitment to a quality building.

Dr. Bailey reported that an Executive Committee meeting was held prior to the Board meeting to discuss matters regarding where we stand with the suit against the bonding company. The Board will be brought up-to-date on the results of the request for dismissal of the suit made by the bonding company and the possible next steps at the January Board of Directors meeting.

2. Clendenin. Dr. Ranson and Clendenin Board member Ann Smith have met with the owner of the property that adjoins the Clendenin Branch Library to discuss purchase of the property. The owner is now asking $32,000. Dr. Ranson explored the idea with the owner of making a donation and taking the tax advantage. The owner will get back in touch with the library about this after consulting with her accountant. The Library Board at the November meeting approved $25,000 for the purchase of the adjacent property.

3. Legislators Briefing Session. Ms. Wright reported two briefing sessions were held in early November. The following legislators attended the sessions: Delegate Tim Armstead, Delegate Ann Calvert, Delegate Shelly Moore-Capito, Delegate Steve Harrison, Senator Brooks McCabe, and Delegate Larry Rowe. Issues such as facility needs and how technology costs are impacting budgets statewide were discussed. Also discussed was what the library has done with the money from the Clay Grant. A follow-up letter will be sent in January to all legislators putting our requests in specific terms. Ms. Wright reported that the Library Commission's budget request included among other items has two issues that could very directly benefit KCPL if funded. One being the need

for funds to continue updating technology and second being library construction – improvements, renovations, etc.

NEW BUSINESS.

1. Update on SIRSI project. Karen Arnett, Automation Manager, reported on the progress of the SIRSI project. The new computer arrived two and a half weeks ago. The first back up tape has been done. On October 8 a group of staff traveled to Virginia to a SIRSI users group meeting. The group visited two libraries that are currently on the SIRSI system and each shared information with KCPL staff. One of the things learned was that staff needed to be up-to-date on using windows prior to taking the SIRSI training. For the last two months Automation has been conducting extensive windows training that is required of all staff. On January 24 SIRSI staff will be on site to begin training. Two weeks following KCPL staff will be conducting training and then SIRSI will revisit for three weeks in February for training on other modules. Reports about the patron data and marc records (catalog) that were sent to SIRSI should be received soon and then cleaning up of records will take place. Windows clients will be installed on each PC in the system. The anticipated start date for using SIRSI is March 6. However, promotion of this new service to the public will probably begin during National Library Week in April in order to give us a few weeks to work through at least some of the "bugs" that will probably crop up given the magnitude of this changeover.

Discussion took place on how the library will publicize this change of the computer system.

2. Announcements. Dr. Bailey reported that each member of the Board has a copy of the full report from the Ryan-McGinn-Samples public opinion survey. He encouraged everyone to take a look at this and come to the December 16 follow-up meeting and participate in the discussion.

Dr. Bailey again congratulated Linda Miller on her new position of Public Services Manager.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 10, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, January 10, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Byrd	Mr. Price
Mrs. Chilton	Mr. Ray
Mr. Kauffelt	Mr. Reustle
Mr. Moss	Mrs. Rugeley
Ms. Pauer	Mr. Smith
Ms. Poffenbarger	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Special Guests: Mr. David Price, Executive Director, and Mr. J. D. Waggoner, Deputy Director, from the West Virginia Library Commission.

Mr. T. D. Kauffelt, Second Vice President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mrs. Rugeley, seconded by Mr. Ray, and unanimously carried, the Minutes of the regular meeting held December 13, 1999 were approved as mailed.

Mr. Kauffelt changed the order of business and welcomed and introduced Mr. David Price, Executive Director of the West Virginia Library Commission to update the Board on upcoming plans and activities of the West Virginia Library Commission.

Mr. Price shared his concerns and plans for improvement on the following issues: libraries in the state of West Virginia are underfunded, lack of professional librarians in the state, many library buildings needs repairs and expanded space and collections need up to date materials. Discussion also took place on marketing and awareness for libraries in the state.

Mr. Kauffelt then changed the order of business and requested a report from the Long Range Planning Committee.

REPORTS OF COMMITTEES:

1. Long Range Planning Committee. Mrs. Rugeley updated the Board on the activities that have taken place over the last month. Ryan-McGinn-Samples conducted a presentation on December 2 on results of the Public Opinion Survey. On December 8 Mrs. Rugeley led a follow-up session with KCPL supervisors at the Dunbar Branch. Mrs. Rugeley received input regarding what KCPL supervisors felt were KCPL's strengths, weaknesses, opportunities and threats. A follow- up meeting on December 16 was conducted by Doug Walters with Board members, advisory board members, as well as members of the Marketing & Development and Long Range Planning Committees.

At the December 8 meeting KCPL supervisors, requested that all KCPL staff be given the opportunity to have input into this long range planning process. Therefore, three follow-up sessions have been scheduled for staff: Thursday, January 13, Wednesday, January 19 and Wednesday, January 26. It was noted that although this delays moving the process forward, there will be a broader base of input.

A Long Range Planning Steering Committee meeting is scheduled for Tuesday, December 18. At that time an assessment will be made of the status of the project and a revised timeline will be developed.

Mrs. Rugeley also stated that Jack Canfield from Ryan-McGinn-Samples has agreed to meet and discuss the library's options regarding a marketing plan.

Mr. Kauffelt resumed to the order of the agenda.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Dr. Byrd, and unanimously carried, the payment of General Bills in the amount of $136,058.73 and Book Bills in the amount of $37,597.66 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $15,605.53 duly certified and approved in accordance with the bylaws and on motion of Mrs. Chilton, seconded by Dr. Byrd, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of December. Included were the following:

As always, early December is busy with Christmas open houses. I enjoyed attending the open houses at Clendenin, Cross Lanes, Dunbar, Elk Valley, Riverside, St. Albans and Sissonville. While attempting to get to the open house at St. Albans I was afforded the opportunity of watching the St. Albans Christmas parade. The St. Albans staff borrowed a pickup truck and staff and the Library Lynx rode in the bed of the truck and as always the Lynx attracted a lot of attention.

During December the last of the Windows training sessions were held. These sessions were required of all staff to ensure that everyone has a basic understanding of how to use a mouse and the basics of manipulating windows screens. These skills will be essential as staff begin to learn to use the new SIRSI software later this month. I am barely computer literate and do not find it particularly easy to learn the use of this technology. I attended this training session and learned a number of new things and passed my test much to my relief!

The fund raising committee at Sissonville continued their fine efforts during December. They were able to raise $300 with a candy sale at the Winter Festival at Sissonville High School. Also a raffle was held for a Beanie Baby Basket and this brought in $525 for the building project.

Ms. Wright then passed thank-you cards from staff to the Board for the extra day off during the holidays.

REPORT OF COMMITTEES CONTINUED:

2. Financial Affairs Committee. Mr. Smith read the following resolution:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 2000/2001:

Branch	FY 2000-2001
Clendenin	$ 2,713
Cross Lanes	$ 6,565
Dunbar	$ 51,220
Elk Valley	$ 5,131
Glasgow	$ 1,557
Marmet	$ 2,239
Riverside	$ 3,907
St. Albans	$ 67,088
Sissonville	$ 4,100
Total	**$ 144,520**

After discussion Mr. Smith moved from the Committee that the above resolution be adopted and it was unanimously carried.

OLD BUSINESS.

1. Clendenin. Ms. Wright stated that at the November Board meeting the Board approved $25,000 for the purchase of the adjacent property next to the Clendenin Library. The owner of the building and property is standing firm on the price of $32,000. Attached to the minutes of this meeting is a letter from the Clendenin Library Advisory Board stating they are willing to pay the additional $7,000 needed to purchase the building.

After discussion Mrs. Chilton moved that the library accept the offer of $7,000 from the Clendenin Library Advisory Board and move forward to purchase the building as approved in a resolution adopted by the Kanawha County Public Library Board of Directors at the November 1999 meeting. The motion was seconded by Mr. Reustle and unanimously carried.

2. Sissonville. Ms. Wright reported that we have contracted with N Visions for architectural work at Sissonville. Two meetings have taken place with the architect, Lloyd Miller, to develop a floor plan. Another meeting is scheduled for next week. Ms. Wright stated that it appears we will have a more functional building than we have at the Cross Lanes Branch. The architect has indicated that he may suggest siting the building towards RT 21. If this is the case, we will have to develop plans to provide library service to the Sissonville community during the construction of the building. A proposal by the architect of where to site the building will be made at the meeting next week.

3. Cross Lanes. Ms. Wright reported that the exterior repairs to the Cross Lanes Library are complete with the exception of the landscaping which will be done in early spring. Ms. Wright passed pictures of the Cross Lanes building around the table.

Dr. Ranson reported on the lawsuit with the bonding company, Ohio Farmers Insurance Company. After considering a motion to dismiss the case, Judge Copenhaver, Jr. ruled there are sufficient grounds to pursue Ohio Farmers Insurance Company for bad faith. At this point we are in the discovery process and are seeking documentation. Due to the amount of documentation housed in Ohio, it is possible that Dr. Ranson will go to the headquarters of Ohio Farmers Insurance Company and determine what documentation needs copied. The trial date is scheduled for May 1.

Dr. Ranson reported that Chris Winton will approach Ohio Farmers Insurance Company's attorney, Mike Chaney of Kay, Casto & Chaney law offices, regarding the warranty issue.

NEW BUSINESS.

1. Legislative Day. Ms. Wright reported that the West Virginia Library Association will sponsor a Legislative Day and it is scheduled for February 15, 2000. More specific information will be sent to each Board member once it is received.

There being no further business, the meeting adjourned.

T. D. Kauffelt
Second Vice President

Linda G. Wright
Secretary

Clendenin Branch Library Board
P. O. Box 939
Clendenin, WV 25045
January 20, 2000

RECEIVED
JAN 21 2000
DIRECTOR'S
OFFICE

Linda Wright, Director
KCPL
123 Capitol Street
Charleston, WV 25301

Dear Linda,

To say that our Board is ecstatic about the purchase of the building next to our branch library would probably be the understatement of the millenium.

As you know, our Board will provide $7,000.00 to make up the difference between the $25,000.00 allotted by the KCPL Board and the $32,000.00 purchase price.

Currently our "building fund" is held in a Certificate of Deposit that does not mature until the latter part of July 2000.

In our telephone conversation this morning, you indicated that the KCPL Board would be willing to pay the $32,000.00 on the purchase date. This arrangement includes the understanding that the Clendenin Branch Library Board will pay $7,000.00 to the KCPL Board when the Certificate of Deposit matures.

By allowing our Board this flexibility, several hundred more dollars will be available for the coming financial needs associated with the purchase of the building.

Our Board extends our deepest appreciation to all the people, in and out of the KCPL System, who have helped to make this dream a reality.

Sincerely,

Ann Smith

Ann Smith, Member
Clendenin Branch Library Board

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 14, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, February 14, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Price
Mrs. Chilton	Mrs. Rugeley
Ms. Graff	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mr. Moss	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey passed around a sign-up sheet for the Board Retreat which will be held on Saturday, March 18 at 9:00 a.m. at the Summit Conference Center.

Approval of Minutes. Upon a motion by Mr. Price, seconded, and unanimously carried, the Minutes of the regular meeting held January 10, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Price, seconded by Mrs. Rugeley, and unanimously carried, the payment of General Bills in the amount of $95,548.07 and Book Bills in the amount of $120,942.74 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,975.02 duly certified and approved in accordance with the bylaws and on motion of Mr. Price, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of January. Included were the following:

The last parts of our 90th anniversary celebration were concluded in January. Certificates and bookmarks were awarded to each of the 70 people who participated in our Read 99 in '99 program. Our Lifetime Readers were also acknowledged. We had 91 patrons who by the end of December had read, listened and/or viewed more than 3000 items. These users also received certificates and bookmarks.

The Library has been awarded two grants of $5000 each from Federal LSTA funds from the West Virginia Library Commission. One grant is for adult literacy and is aimed at improving our services to that segment of the population and will be overseen by Olivia Bravo of the Reference Department. The second grant is to be used to develop program kits that can be used by daycare providers to encourage use of regular reading sessions as part of their program of activities. This grant will be the responsibility of the Charleston Children's Services Department. This is the first time if ever that the Library Commission has set aside funds for competitive grants in various aspects of service

delivery. This type of grant opportunity is available in a number of states by their respective state library agencies.

KCPL has become a participant in a beta test project for OCLC, the international bibliographic network which we subscribe to for cataloging data. Jane Hughes, Head of Technical Services and Elizabeth Fraser, Acting Head of Reference, received training for adding internet sites to our on-line catalog. The Reference staff will seek sites that meet established criteria and the Technical Services Department will then actually catalog the sites and incorporate them into our on-line catalog. I am excited about this project and believe it has great potential as libraries try to establish a role as navigators to quality information on the Internet.

SIRSI training began the week of January 24 and will continue through the rest of February and into early March. The training to date has been on how to use the on-line catalog and how to use the circulation module. The initial week of this facet of the training was done by a SIRSI trainer who trained the members of the Technology Team who have then been training other members of the staff. The staff trainers are doing a great job in introducing this new software to the staff. Staff are being encouraged to practice, practice, practice. It is anticipated that we will introduce this new system to the public by mid-March. We are, however, struggling right now as we have two vacant positions in the Automation Department and there is a great deal of work that needs to be done in that department prior to introducing SIRSI to the public. Our Marketing & Development staff are also busy preparing for SIRSI. We will be introducing a new campaign "Get Connected at the Library" when we introduce SIRSI. Graphics have been designed for this and banners and billboards are being prepared. In addition they are developing various handouts which can be used to help the public understand that we are changing our system and to describe the new features to them particularly those that they can use themselves.

A pilot project of self-serve hold shelves has been underway at the Dunbar Branch. Items on hold for a specific patron can be accessed by the public who have been notified that their item is available rather than needing staff intervention to find and pull the item for the patron. The project has gone quite smoothly and Dunbar staff are to be commended for their cooperation and interest in trying this pilot project.

We began to serve three more schools with bookmobile stops in January: Pratt, Grandview and Bonham. The bookmobile continues to serve Bridge, Chelyan, Malden, Midland Trail, Ruthlawn, Sharon Dawes and Sissonville elementary schools with stops every two weeks.

Riverside Library is working with the Toyota Family Literacy program at Midland Trail, Pratt and Malden elementary schools. Regular library visits to Riverside are being planned for the participants in this program.

Correspondence: Ms. Wright referred to a letter by Mrs. Hemmings resigning her position on the Board of Directors effective December, 1999. After a motion by Mr. Smith, seconded by Mrs. Chilton, and unanimously carried, the resignation was accepted with regret. A copy of the letter is hereby attached to the minutes of the meeting.

Dr. Bailey stated that he will be asking the Membership Committee to meet to discuss the vacancy left by Mrs. Hemmings. He suggested that any names Board members may have, preferably from the Eastern end of the county since that is the area that needs representation, be forwarded to the Membership Committee. Susan Poffenbarger is chair of the Membership Committee.

A list of the West Virginia Library Commissioners was distributed to the Board members in response to an earlier request. Ms. Wright noted that the Commission now has a full complement of nine members.

REPORTS OF COMMITTEES:

1. Long Range Planning Steering Committee. Mrs. Rugeley reported that information from all the public opinion survey feedback sessions has been condensed and five major strengths, weaknesses, opportunities and threats have been identified. Also the top service responses have been identified. The Steering Committee met on Tuesday, February 8 and looked at the information gathered to date. The Steering Committee has been asked to come up with three service responses that can be taken to the full Long Range Planning Committee to review at a meeting planned for this weekend. It is hoped

that a draft vision and mission statement can be presented to the Board at the March meeting for consideration and approval. At the Board Retreat we will be looking at setting goals that correspond to the vision and mission statement.

Mrs. Rugeley noted that the Vision Task Force met this morning and has a full report on the Community Vision Conference held last October. It is planned to be widely publicized and put in all the newspapers in early March. It will include a vision statement and how the three partners will be using that information to plan for the future.

OLD BUSINESS.

1. Cross Lanes. Dr. Bailey reported that the Executive Committee met with attorney Mr. Chris Winton regarding the lawsuit with Ohio Farmers Insurance Company. Mr. Winton traveled to Ohio to review the records of Ohio Farmers Insurance Company about this case to determine if there was enough evidence to pursue the case. After discussion, the Executive Committee asked Mr. Winton to prepare a draft contingency agreement so that it may be presented to the Board for consideration.

Discussion took place regarding the content of the agreement. Mr. Kauffelt made a motion to proceed with the lawsuit against Ohio Farmers Insurance Company. Mrs. Graff seconded the motion, and it was unanimously carried.

After further discussion, Mr. Kauffelt made a motion to continue the present arrangement on an hourly basis. Mr. Smith seconded the motion. After further

discussion, Mr. Price moved to table the above motion. Mrs. Rugeley seconded the motion and it passed with two members opposing.

Mr. Price made a motion that the Executive Committee be charged with working with our legal counsel to develop a more equitable and mutually agreeable contingency agreement to determine the best course of action regarding the lawsuit with Ohio Farmers Insurance Company and to execute such a document. Mrs. Chilton seconded the motion and it was unanimously carried.

2. Sissonville. Mrs. Wright reported that she and other staff continue to meet with the architect, Lloyd Miller, and another meeting is scheduled next week. Dr. Bailey asked that the plans be brought to the March Board meeting and that Mr. Lloyd Miller be invited to present his design.

Mr. Moss noted that the Sissonville Branch Library will be able to remain open in its present facility during construction of the new site.

3. Clendenin. Dr. Ranson reported that he and Ann Smith, Clendenin Branch Advisory Board Member, met with Mrs. Fleshman, property owner of the building adjacent to the Clendenin Branch Library. Mr. Chris Winton is doing a title search. Mr. Moss, Mr. Rolston and Dr. Ranson inspected the premises and found the building appeared to be very sturdy. One item that needs immediate attention is the sidewalk. Mrs. Fleshman agreed to pay one half of the cost to repair the sidewalk. With the

knowledge that renovations would not begin immediately, Dr. Ranson stated that he has agreed to give the Clendenin Water Company, the current tenant, a six-month notice before they would need to vacate the premises.

4. Board Retreat. Dr. Bailey noted that a sign up sheet was distributed around the table at the beginning of the meeting. It is hoped that real progress toward the long range plan will be made at the Retreat.

5. Legislative Day. Ms. Wright reminded the Board that Library Day at the Legislature is February 15. There will be displays from all regions of the state, authors will be signing books and a free reception begins at 5:30 p.m. A letter was sent to all advisory board members informing them of Legislative Day and Ms. Wright encouraged them to talk to their legislators if they are unable to attend the event.

NEW BUSINESS:

1. Main Library.

A. Parking Study. With the results of the Public Opinion Survey, and the concern from the survey about lack of parking at the Charleston facility, Ms. Wright visited Mr. Burton, Charleston City Manager, in December and discussed this issue. Mr. Burton requested more information. A survey was designed and put out for the public in mid-December at the Charleston location for approximately 4 weeks. Over 800 patrons responded to the survey. A copy of the parking survey results was distributed to each

Board member. Ms. Wright then revisited Mr. Burton with the results of the survey in hand and made several suggestions for improvement of the parking situation.

Ms. Wright is to meet with the Parking Committee of City Council on February 22.

B. Facility Study. Ms. Wright stated that the Board has talked about finding an architect to do a feasibility study of the main library. Over a year ago a legal ad was placed in the Charleston Newspapers and letters were sent to all architectural firms listed in the phone director with no response. Ms. Wright met with Lloyd Miller, N Visions Architects and discussed the study. She gave him a copy of the space study that was done in 1992, a copy of the architectural plans, and did a walk through the Charleston Library building. Ms. Wright distributed a copy of the proposal she has received from Lloyd Miller. Mr. Miller will provide a more detailed proposal if the Board would like to go forward with the idea of doing a feasibility study. Mr. Miller indicated it would take approximately 3-4 months to complete this study.

Mr. Smith stated that he has contacted Michael Graves Associates and they have moved his request for a proposal for a study to the New York Office. Someone will be getting in touch with him.

After discussion, it was decided to put this item on the March Board meeting agenda along with the update of the West Virginia Library Commission meeting of February 8, 2000.

There being no further business, the meeting adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 13, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, March 13, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey
Mrs. Chilton
Ms. Graff
Mr. Kauffelt
Mr. Price
Mr. Reustle
Mr. Ray
Mrs. Rugeley
Mr. Smith
Ms. Tarr
Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant. Guest, Mr. Lloyd Miller of N Visions Architects.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Bailey passed around a sign-up sheet for the Board Retreat which will be held on Saturday, March 18 at 9:00 a.m. at the Summit Conference Center.

Approval of Minutes. Upon a motion by Mr. Price, seconded by Mrs. Chilton, and unanimously carried, the Minutes of the regular meeting held February 14, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Ms. Graff, and unanimously carried, the payment of General Bills in the amount of $338,730.63 and Book Bills in the amount of $53,820.06 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $735.57 duly certified and approved in accordance with the bylaws and on motion of Mrs. Chilton, seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of February. Included were the following:

Dan Marslender, Human Resources Manager, has worked with a representative from a new County program of first time juvenile nonviolent offenders who have been sentenced to community service. The library system will serve as a site for the community service to be performed.

Materials from our West Virginia collection were used in the recently released, locally produced public broadcasting documentary on the life of Reverend Leon Sullivan. Also materials from the library were used in the recent "60 Minutes" segment on mountain top removal. Susan Harper, Reference librarian, oversees this area of the Charleston collection.

The first two programs of the five part series of Sunday programs entitled "Sunday Jams" were held in the Children's Department of the Charleston Library in February. Each Sunday had 65 or more adults and children in attendance. The program series is funded using part of the proceeds from last year's booksale and is being

coordinated by Children's Services. It has also received very good media coverage and has been featured on Sunday evening news each Sunday.

It was a very busy month for the Marketing and Development Office. Besides hiring and training a new staff member, among the many projects the office worked on were: designing and having produced bookmarks, banners and display boards for the new *Get Connected at the Library* campaign we are launching this week; developing and printing 10,000 copies of a bookmark highlighting library holdings in connection with the Slave Ship exhibit opening later this month at the Cultural Center; designing and printing a number of handouts for public information relating to the new SIRSI system including a special newsletter; obtaining agreement from WSAZ to film a special "more you know" promotion of the summer reading program; and making contacts and working up a special publicity campaign to promote the Riverside Branch which will begin by the end of the month.

The Technology Center was put to very heavy use during February with staff receiving SIRSI training almost every day of the month. Much work was done with SIRSI to correct the holdings and patron databases and with refining and revising the plans for handling various functions as we do the "switch" from VTLS to SIRSI. In essence all databases were "frozen" last October. In the interim data was entered into VTLS but also either kept on disc or printouts. All this data has to now be loaded into SIRSI by staff. Over the past several days for instance we had to hand enter over 5,000 reserve requests into SIRSI. This transition has been a very, very challenging time for us and the staff have put forward a tremendous effort to meet this situation and to adapt to situations that seemed to arise daily in the past two or three weeks. Tomorrow is our official kickoff for SIRSI and the Get Connected campaign.

REPORTS OF COMMITTEES:

Dr. Bailey changed the order of the Reports of Committees.

1. Personnel Committee. Ms. Graff reported that the Personnel Committee met and discussed salary and benefit issues. After meeting jointly with the Financial Affairs Committee, the Personnel Committee recommends that library staff be given a 3.5% across the board raise. Mr. Price seconded the report, and it was unanimously carried.

Ms. Graff reported that over the next several months the Committee will be working with Dan Marslender, Human Resources Manager to look at some salary issues.

2. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee has met and discussed several items and has several resolutions to bring before the Board. Mr. Smith moved that the following resolution be adopted:

> RESOLVED, That the Library authorizes the Kanawha County Board of Education to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

Mrs. Rugeley seconded the motion and it was unanimously carried. A list of the outstanding checks is attached to the minutes of this meeting.

Mr. Smith briefly reviewed the items in the 1999/2000 budget that needs amended by supplements. Mr. Smith moved from the Committee, Mr. Ray seconded and it was unanimously carried that the following resolution be adopted:

> RESOLVED, that the FY 1999/2000 budget be amended by the following supplements:
>
> 1. $4,000 be transferred from the unencumbered fund balance to the Booksale line item.
>
> 2. $51,869.97 plus any additional earned interest be transferred to the Sissonville Construction line item from the Deskins Estate funds in the Special funds account.
>
> 3. $5,000 received from West Virginia Library Commission Special Project Grant Funds be allocated to create a Literacy Grant line item in the Reference Department's budget.
>
> 4. $5,000 received from West Virginia Library Commission Special Project Grant Funds be allocated to create a Pre-School Outreach line item in the Children's Department budget.

After discussion and upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to supplement the Sissonville Construction line item in the FY 1999/2000 budget with any monies received that are designated for the construction of the new branch library building in Sissonville.

Mr. Smith presented a copy of the proposed budget for the Library for fiscal year 2000/2001. After much discussion and upon a motion by Mr. Smith from the Committee, seconded by Mr. Ray, and unanimously carried the following resolution was adopted:

RESOLVED, that the proposed fiscal year 2000/2001 budget be adopted.

A copy of the 2000/2001 budget is hereby attached to the minutes of this meeting.

After further discussion, and upon a motion by Mr. Smith from Committee, seconded by Dr. Byrd, and unanimously carried the following resolutions were adopted:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,959,007 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2000;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $712,968 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2000;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $1,959,007 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2000;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

3. Membership Committee. Linda Wright reported that the Membership Committee met and discussed the vacancy on the Board left by Sharon Hemmings. She stated that the Committee does have a good candidate they are considering. She also reported three Board members terms are expiring in June.

Dr. Bailey changed the order of business to Old Business to discuss the Sissonville Library and Main Library.

OLD BUSINESS.

1. Sissonville. Dr. Bailey introduced Lloyd Miller of N Visions Architects. Mr. Miller stated that he has been working with the Building Committee, Linda Wright, Fred Ranson, Linda Miller and Pat Abbott on the Sissonville Library plan. Mr. Miller presented the interior and exterior designs of the Sissonville Branch Library to the Board and answered questions from the Board of Directors.

Mr. Smith recommended that Ms. Wright send Mr. Karney Tinney, chairman of the Sissonville Branch Library advisory board, a copy of the above resolution and acknowledge his dedication and hard work toward this project.

Ms. Wright reported that the groundbreaking for the Sissonville Branch Library is scheduled for April 15 at 11:00 a.m.

2. Main Library. Dr. Bailey asked Mr. Lloyd Miller to comment on the Main Library Facilities Study Proposal he had submitted.

Mr. Miller briefly reviewed his proposal and answered questions from the Board of Directors.

Dr. Bailey thanked Mr. Miller for coming to the meeting and updating the Board on the Sissonville Project and the Main Library Facilities Proposal.

Dr. Bailey then asked Mrs. Rugeley to give the report for the Long Range Planning Steering Committee.

REPORTS OF COMMITTEE CONTINUED.

4. Long Range Planning Steering Committee. Mrs. Rugeley briefly discussed how the two draft vision statements came into place and reviewed with the Board the draft service responses and draft mission statement. Mrs. Rugeley asked the Board for input/response to the draft statements. Mrs. Rugeley stated she hoped that at the March 18, 2000 Board Retreat the Board of Directors can begin to take a look at these draft statements and come up with the final vision statement, mission statement and approve service responses for the library. Also goals for the Board to work on over the next couple years will be discussed at the Board Retreat.

Dr. Byrd made suggestions on the wording of the draft vision statement. Mrs. Rugeley indicated that she will consult with Dr. Byrd to determine the proper wording for the draft statements to present to the Board at the Board Retreat. After further discussion, the Board approved in concept the recommendations from the Long Range Planning and Long Range Planning Steering Committees.

OLD BUSINESS CONTINUED.

Discussion resumed to the architectural study of the main library.

2. Main Library. Ms. Wright stated that she has shared the library consultant study of the Main Library that was done about eight years ago with Mr. Miller. The library placed an ad in the legal section of the Charleston Newspapers approximately one year ago for a firm to do a study of the main library and received no response.

After discussion Mrs. Rugeley moved to accept the full proposal as submitted by Mr. Lloyd Miller, Mrs. Chilton seconded the motion and it was unanimously carried. Dr. Bailey commented that Ms. Wright is to make sure we have fulfilled legal obligations regarding bidding this size project.

3. **Cross Lanes**. Ms. Tarr reported that she and Mr. Kauffelt have consulted with Mr. Winton regarding some of the language in the contingency fee contract. Mr. Winton has agreed to modify the contract to our satisfaction in all areas of concern.

Ms. Tarr reported that one item that cannot be modified is when the library would receive the $5,000 credit for hourly fees already paid. This could not be recouped unless the library receives funds in excess of $30,000. After much discussion, Mr. Price moved to accept the contingency agreement. Mrs. Rugeley seconded the motion and it carried with Mr. Ray abstaining.

REPORTS OF COMMITTEES CONTINUED:

2. Financial Affairs Committee. After discussion and upon a motion by Mr. Smith, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to seek bids for the construction of a new branch library in Sissonville and;

BE IT FURTHER RESOLVED, That all bids received will be evaluated by the Building Committee and;

BE IT FURTHER RESOLVED, That the Building Committee will make a recommendation regarding the bids to the Board at an upcoming meeting.

ANNOUNCEMENTS:

-Ms. Wright stated that each Board member had before them a copy of the SIRSI newsletter for their review.

-Mrs. Rugeley distributed copies of the Community Vision summary insert that was in the Sunday Gazette.

-Board Retreat – Saturday, March 18 from 9:00 a.m. – 3:00 p.m. – dress comfortably.

-Dr. Bailey thanked each Board member for coming to the Board Meeting at the earlier time today.

There being no further business, the meeting adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY
2000/2001 BUDGET
INCOME

Levying Authorities	
Board of Education	1,959,007
County Commission	1,959,007
City of Charleston	712,968
Subtotal	***4,630,982***
State Grants	
Grant In Aid (@ 4.01 per capita)	755,508
Nitro Administrative Fee	4,433
Institutions Grant	9,116
Subtotal	***769,057***
Branch Support	
Clendenin	2,713
Cross Lanes	6,565
Dunbar	51,220
Elk Valley	5,131
Glasgow	1,557
Marmet	2,239
Riverside	3,907
St. Albans	67,088
Sissonville	4,100
Subtotal	***144,520***
Other	
Capital Reserve - Riverside	44,000
Clendenin Flood Insurance Reserve	700
Fines and Fees	80,000
Interest	100,000
Miscellaneous/Booksale/Parking	35,000
Jacobson Fund	45,000
Library Foundation	10,000
Subtotal	***314,700***
GRAND TOTAL	***$5,859,259***

Approved by the Kanawha County Public Library
Board of Directors on March 13, 2000

KANAWHA COUNTY PUBLIC LIBRARY
2000/2001 BUDGET
EXPENDITURES

Salaries	
Full-time Professional	986,870
Full-time Paraprofessionals	1,378,952
Part-time Paraprofessionals	296,534
Substitute Professionals	7,426
Substitute Paraprofessionals	81,248
Overtime	3,000
Salaries Subtotal	**2,754,030**
Benefits	
Drug and Alcohol Screening	500
Education	6,000
Employee Assistance Program	5,000
Employee Parking	29,000
Retirement	275,822
FICA	210,683
Health Insurance	352,184
Dental/Vision Insurance	30,000
Disability Insurance	10,000
Workers Compensation	15,000
Unemployment Compensation	2,500
Subtotal	**936,689**
Salaries & Benefits Total	**3,690,719**
Materials for Collection	950,000
Collection Materials Total	**950,000**
Building and Equipment	
Automation Equipment	15,870
Automation Repair & Maintenance	50,000
Automation Software	15,000
Building Repair & Maintenance	73,000
Building Improvements	43,000
Equipment Repair & Maintenance	12,500
Furniture/Equipment Purchase	49,000
Rental, Equipment & Vehicle	1,000
Vehicle, Gas & Oil	8,500
Vehicle, Maintenance	12,900
Computer Equipment	52,000
Copier Expenses	14,000
Uniforms	900
Building & Equipment Subtotal	**347,670**

KANAWHA COUNTY PUBLIC LIBRARY
2000/2001 BUDGET
EXPENDITURES

Personnel	
Recruitment	8,000
Training	22,000
Travel	27,000
Personnel Subtotal	**57,000**
Public Relations	
Printing	24,000
Programs	12,000
Advertising	24,000
Public Relations Subtotal	**60,000**
Supplies	
Office Supplies	22,000
Automation Supplies	12,000
Library Supplies	59,000
Housekeeping Supplies	13,500
Supplies Subtotal	**106,500**
Utilities	
Electricity	94,000
Water/Sewerage Treatment	20,000
Natural Gas	12,000
Fire Service Fee	900
Telephone	60,000
Trash Removal	3,300
Utilities Subtotal	**190,200**
Other	
Collection Expense for Overdue Materials	2,000
Postage/Freight	72,000
Refunds	2,000
Memberships	5,270
Audit	6,000
Property and Casualty Insurance	34,000
OCLC Cataloging Expense	29,000
Miscellaneous	2,000
Professional Fees	18,000
Sales Tax	300
Security for Cross Lanes	600
Capital Expenditure - Riverside	44,000
Booksale	17,000
Other Subtotal	**232,170**
Capital Reserve Fund	150,000
Contingency	75,000
	$5,859,259

Approved by the Kanawha County Public Library
Board of Directors on March 13, 2000

OUTSTANDING CHECKS

January 1, 1996 - June 30, 1998

DATE	NAME	CHECK#	AMOUNT
04/25/96	Gwyn Dekker	341159	$ 21.09
05/10/96	Gwyn Dekker	341315	50.10
06/25/96	Sheila Hooper	341789	159.01
06/30/96	Neva R. Horne *	341938	416.02
11/08/96	Sheila Hooper	343151	108.10
02/10/97	Diane Pauley	344063	.91
06/10/97	Samuel Kevin Patton *	345256	102.57
06/25/98	Darrell Mack *	348948	78.73
02/06/96	Ken Hechler	457515	11.00
04/30/96	Parties Are Us	458149	97.50
05/15/96	Alpine Distribution	458175	22.98
05/15/96	American Library Association	458177	662.36
09/10/96	Abmor Publishing	459086	7.95
09/25/96	Pauley Mem. Sunday School *	459260	121.14
03/11/97	Chase Wilson	460556	5.00
04/14/97	Information/Reference Group *	461151	1445.36
06/04/97	Thomas D. Kidd *	461594	10.43
06/04/97	Yvonne S. Farley	461602	125.00
06/18/97	James Thomas *	461734	225.00
06/24/97	Gresham Pumbing & Heating *	461782	83.72
06/26/97	Compudyne *	461856	1190.04
06/26/97	James Thomas *	461877	150.00
08/25/97	Pat Fulcher	462327	7.95
09/10/97	WV State Bar Foundation	462500	60.00
09/17/97	Child Advocate Office	462513	337.64
11/17/97	Barbara C. Banonis	463001	150.00
12/17/97	Anne E. Shaffer	463249	14.95
12/17/97	Devon Revels	463268	4.95
12/17/97	John Koch	463279	96.00
12/22/97	Noah Moody	463341	8.45
03/25/98	Bell Atlantic *	464033	1800.21
03/25/98	Michael Glasser	464046	17.98
04/03/98	Michael Rowe	464086	5.00

04/03/98	Sueann Cupps	464093	8.10
06/17/98	Thomas R. Douglass *	464798	367.00
06/24/98	Clarion University *	464854	20.00
06/26/98	Bert Wolfe Ford *	464934	121.54
06/26/98	East Carolina University *	464943	367.00
	TOTAL		$8,480.78

* Checks were Voided and cancellation forms sent to the Board of Education but were not removed from the Outstanding check list. Voided check in file. Total: $6,498.76

OUTSTANDING CHECKS

July 1, 1998 – December 31, 1998

DATE	NAME	CHECK#	AMOUNT
08/19/98	Doubletree Hotel	40000294	300.00
11/24/98	OfficeMax *	40001139	140.80
12/01/98	Capitol American Life Insurance	40001172	445.08
12/10/98	Van Pelt Library, ILL *	40001204	15.00
07/24/98	Brenda Carter	30000206	1.51
08/10/98	Brenda Carter	30000362	1.33
11/24/98	Thelma Pickrell	30001558	210.03
12/17/98	Dwayne Bartley	30001764	34.84
	TOTAL		$1,148.59

* Checks were Voided and cancellation forms sent to the Board of Education but were not removed from the Outstanding check list. Voided check in file. Total: $155.80

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 10, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, April 10, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mrs. Rugeley
Mrs. Chilton	Mr. Smith
Mr. Kauffelt	Ms. Tarr
Mrs. Poffenbarger	Ms. Whitehead
Mr. Reustle	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Smith, seconded by Mrs. Chilton, and unanimously carried, the Minutes of the regular meeting held March 13, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the payment of General Bills in the amount of $153,466.18 and Book Bills in the amount of $72,127.80 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,321.76 duly certified and approved in accordance with the bylaws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of March. Included were the following:

Although SIRSI was the predominant focus other activities did take place in March. A long awaited new courier van was finally received. The cargo area has specially made shelves that can be used or secured to the walls of the unit if not in use. This provides great flexibility for handling the varying types of cargo transported in this vehicle.

Also in late March work was done to remodel the entry area at the Elk Valley Branch which should make better use of space as well as making needed repairs to the floor of the entry area.

The series of five music programs entitled Sunday Jams was concluded. This series was a great success with over 430 people in attendance.

Most locations offered assistance by volunteers to complete the census forms as well as income tax forms.

A special book discussion series on end of life issues was begun at Charleston. This series as well as the ongoing book discussion group at Charleston were mentioned in a Gazette article on book clubs. The efforts to promote the Riverside facility in the

Upper Kanawha Valley continued with the Lynx making appearances at several local businesses and passing out flyers at those events.

Correspondence. Ms. Wright read a letter from Mr. Lew Tyree resigning his position on the Board of Directors. A copy of Mr. Tyree's letter is attached to the minutes of this meeting. The Board accepted the resignation with regret.

Mrs. Poffenbarger stated that the Membership Committee will be meeting tomorrow and reviewing and considering applications for the vacancies on the Board. She asked that if Board members have names to submit for consideration they should contact her.

REPORTS OF COMMITTEES.

1. Long Range Planning Committee. Mrs. Rugeley reported that Board members in attendance at the Board Retreat reviewed the vision and mission statements and the long range plan. Each Board member received a copy of the draft vision and mission statements. She then asked for comments from the Board members that were not able to attend. There was brief discussion.

After a motion by Ms. Chilton, seconded by Ms. Tarr, and unanimously carried, the following mission and vision statements were adopted:

Vision Statement

We envision the Kanawha County Public Library as the people's premier source of information in a community where learning and reading are revered and being well-informed is valued.

Mission Statement

The mission of the Kanawha County Public Library System is:

-To provide free, equal and uncensored access to information

-To provide citizens with job training and career development information that will prepare them for a competitive job market

-To enrich individual and family lives through satisfying educational, recreational and cultural experiences

-To enable patrons to access new information technology

-To provide opportunities for lifelong learning

-To serve as the center of community life

-To use available resources efficiently

-To seek additional resources

Mr. Smith suggested that the vision and mission statements be added to the Kanawha County Public Library's web site.

Mrs. Rugeley thanked each Board member that was able to come to the Board Retreat. In order to get as much input as possible, Mrs. Rugeley then asked the Board members that were not in attendance at the Board Retreat if they had any other suggestions to make other than what was already listed on the Board Retreat notes. She briefly went through the different sections contained in the Board Retreat notes and asked for comments and/or explained what was noted.

Discussion took place on the funding possibilities for the main library. Mr. Smith suggested that this issue be taken up at the next Financial Affairs Committee. Other discussion that took place included library kiosks, and establishing a speaker's bureau.

Linda Wright has met with the Cabinet to solicit goals and objectives for the Services Responses that have been selected. The next step will be a draft of a plan that Cabinet members will discuss in early May. The Long Range Planning and Long Range Planning Steering Committees will meet in May to review and discuss the information from the Board Retreat.

Mrs. Rugeley stated that if anyone has any other comments or ideas that they would like to share to contact Mrs. Chilton or herself.

OLD BUSINESS.

1. Cross Lanes. Ms. Wright reported that the trial is still scheduled for May 1. A second request has been made from Ohio Farmers Insurance Company to dismiss the case. A decision on that request has not been made at this time.

2. Sissonville. Ms. Wright stated that the groundbreaking for the new Sissonville Branch Library will take place on Saturday, April 18 at 11:00 a.m.

Dr. Ranson stated that the Building Committee has met and screened all applicants that submitted a pre-qualification to bid package. Three of the five that submitted information were approved to be permitted to bid. Mr. Lloyd Miller, of N Visions Architects, is awaiting the bid documents to come back from the printer and they should be going out tomorrow.

3. Clendenin. Ms. Wright reported that the library now owns the property adjacent to the Clendenin Branch as the Board had previously approved at the November, 1999 meeting.

4. SIRSI. Almost all the staff efforts in March were focused on the introduction of SIRSI to the public. Given the magnitude of this project there were relatively few problems that arose. Those problems that were identified were handled very promptly by members of the Technology Team. The staff also found SIRSI support staff knowledgeable and helpful – quite a change from our previous vendor. The staff continue to work simultaneously with both SIRSI and VTLS. Over 35,000 items remain charged out on VTLS at this time. This is down from 64,000 items on March 13. Working with both systems as well as issuing new library cards has been a very large challenge for staff. They have met this challenge with a great attitude, a willingness to deal with change and to relearn procedures and to share information with each other.

NEW BUSINESS.

1. West Virginia Library Commission. Mrs. Wright announced a public meeting of the West Virginia Library Commission will be held on April 20 at 7:00 p.m. in the Ray Room of the Charleston Library to discuss the draft strategic plan for the Commission. If anyone would like a copy of the draft strategic plan, they can contact Diana Grant.

Ms. Rugeley reported that she attended the West Virginia Library Association spring workshop. At the trustees meeting she attended it was announced that the whole issue of public library funding will be assigned to a Legislative Oversight Committee for study.

2. National Library Week. Dr. Bailey read the resolution for National Library Week and upon a motion by Mr. Kauffelt, seconded by Mr. Smith and unanimously carried, the following resolution was adopted:

WHEREAS, April 9 through April 15, 2000 is celebrated as National Library Week, and

WHEREAS, a recent public opinion survey again confirmed the high regard the patrons have for the Kanawha County Public Library system as an important institution in Kanawha County, and

WHEREAS, the survey also reflected a very high rating for the quality of services delivered by the staff of the Kanawha County Public Library system, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the opening of a new branch library at Riverside High School and the successful planning and implementation of the new library automation software, SIRSI, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons, and

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on April 10, 2000 that on the occasion of National Library Week, that the staff of the Kanawha County Public Library system are hereby commended for their continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

There being no further business, the meeting adjourned.

Kenneth R. Bailey
President

Linda G. Wright
Secretary

Lew & Belinda Tyree
114 Sheridan Circle
Charleston, West Virginia 25314
304-342-3767 E-mail LT1996COL@aol.com

April 6, 2000

Dr. Kenneth R. Bailey, Chairman
Board of Directors
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

Ms. Linda Wright
Director
Kanawha County Public Library

Re: Letter of Resignation from Kanawha County Public Library

Dear Dr. Bailey and Ms. Wright:

It is with great regret that I have to submit my letter of resignation from the Kanawha County Public Library Board of Directors. Many of you may know or remember about my involvement in the United States Army Reserves. I have just recently accepted an offer to command the 38th Ordnance Group (Ammo)(DS/GS) in Cross Lanes, West Virginia.

The 38th Ordnance Group is a 0-6 Command that has responsibilities for over 3400 soldiers in the States of West Virginia, Pennsylvania, Ohio and Virginia. I will assume command of the Group on June 4, 2000. Needless to say I will have very little free time to engage in other endeavors. The assumption of command, coupled with my increased responsibilities at the West Virginia Housing Development Fund, are already placing increased demands on my time.

I place a great deal of importance on the needs of the Kanawha County Public Library and unfortunately I am not giving the Board and the Library the attention that it needs. I am not prepared to allow myself to give the Library less than a full measure of my time and attention. I recognize that I cannot do this and am left with no other decision than the one to resign. The Kanawha County Public Library,

its staff and the patrons who utilize the services we provide deserve Board members like each of you who can, and will give that full measure of your time.

I was extremely proud and pleased to have been picked to serve on the Board of Directors and truly appreciate those who sponsored and supported me. I have every expectation that you will find someone to replace me who also places the work of the Library at the top of his or her volunteer agenda. I would also like to personally salute each and every one the current Board members and Staff who continue to give their time and attention to the many challenges of Library administration.

I would conclude with acknowledging the efforts and talent of Linda Wright and Dr. Fred Ranson. The Kanawha County Library is indeed fortunate to have such talent and dedication. I leave knowing that each and everyone of us who have come to depend on the services of the library system will continue to be served at the highest level in the future.

Thank you each for your support and friendship. I will remain available to you in the future for any assistance that I can provide.

Sincerely yours,

Lew G. Tyree, Esq.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 8, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 8, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Price
Ms. Chilton	Mr. Ray
Mr. Kauffelt	Mrs. Rugeley
Mr. Moss	Mr. Smith
Mrs. Poffenbarger	Ms. Tarr

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the Minutes of the regular meeting held April 10, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Price, seconded by Mr. Kauffelt, and unanimously carried, the payment of General Bills in the amount of $113,279.45 and Book Bills in the amount of $59,021.76 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $11,946.44 duly certified and approved in accordance with the bylaws and on motion of Mr. Price, seconded by Mr. Kauffelt, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of April. Included were the following:

The Library had its first sleep over. On April 14, 21 parents and children participated at Charleston. The children are members of the X-Club reading group that was begun last winter for older elementary age students.

On April 18 the Children's Department hosted a visit by the elementary school librarians.

The staff continue to work hard on projects related to the conversion of SIRSI. I particularly commend the aids in Reference Department who have cleaned up several lengthy system-wide lists of items needing corrections. Also additional staff training sessions were begun to reinforce previous training sessions that were held during the winter.

The Library sponsored several poetry programs during April in recognition of National Poetry Month. Yvonne Farley of the Reference staff coordinated these programs. Yvonne also successfully wrote a grant for $2,000 from the West Virginia Library Commission for a summer music and poetry program.

Renovations were completed to the entrance area of the Elk Valley Library during April.

Information mailings will begin to over 100 community and business leaders. These mailings will involve a series of eight mailings mailed out every two weeks with each brochure focused on some aspect of the Library and its services. This is in response to the Public Opinion Survey which indicated that this group of citizens felt they needed to know more about the library.

REPORTS OF COMMITTEES:

1. Membership Committee. Mrs. Poffenbarger reported that the Membership Committee has met twice since the last Board Meeting. The Committee has been seeking candidates to fill the two vacant positions on the Board left by Mrs. Sharon Hemmings and Mr. Lew Tyree. The Committee is looking for a candidate from the eastern end of the county, and also looking at gender, race and someone with technical expertise.

Mrs. Poffenbarger reported that three Board members terms will also be expiring at the end of June. Mr. John L. Ray and Dr. Charlene Byrd have agreed to be nominated to serve an additional six-year term. Mr. Moss has declined the invitation to have his name be considered and indicated to the Membership Committee that he will not serve an additional term.

After discussion, the Committee made a motion to recommend that the names of Mr. Ray and Dr. Byrd be submitted to the Board of Education for consideration for six year terms to end June 30, 2006. Mr. Kauffelt seconded the motion and it was unanimously carried.

2. Long Range Planning Committee. Mrs. Rugeley reported that a joint meeting of the Long Range Planning Committee and Long Range Planning Steering Committee met on May 1. The Committees took the goals and objectives that were developed at the Board Retreat and concentrated on the four areas the Board felt of major importance. Those being: Funding, Physical Facilities, Improving Services and Marketing. Mrs. Rugeley briefly discussed the tasks to be completed and the persons responsible for making sure the tasks are done in each of these areas in the next three months.

Mrs. Rugeley reported that she hopes to have a preliminary draft of the long range plan to the Board to review at the June Board meeting. She stated that Linda Wright is working with staff to develop goals and objectives to the Service Responses and that hopefully the Board could review that at the June Board meeting or at the latest the July Board meeting.

3. Financial Affairs Committee. Mr. Smith reported that the Financial Affairs Committee met privately with the representatives of Suttle & Stalnaker, the auditors for the library, to explore what it would take to get a clean audit. It is hoped that we will be able to revise the records of our assets, real and personal property that will meet the auditors requirements. He stated that this will involve additional training on the Accounting Department for the Library and that we will work with the Board of Education to bring that about. He stated that the idea is to have financial reports that look like what is seen in the audit and to have these reports at least every quarter.

After discussion of other items from the Financial Affairs Committee, Mr. Smith moved from the Committee that the following three resolutions be adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to carry forward from FY 1999-2000 to FY 2000-2001 any unexpended funds in the Sissonville Construction line item.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to supplement the Sissonville Construction line item in the FY 2000-2001 budget with any monies that may be received after July 1, 2000 which may be designated for the construction of the Sissonville Library.

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to transfer $200,000 from the Unencumbered Fund Balance to the Sissonville Construction line item.

Mr. Kauffelt seconded the motion and it was unanimously carried.

After further discussion and upon a motion by Mr. Smith, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are hereby authorized to purchase a server at an amount not to exceed $24,000.

4. Building Committee. Mr. Moss read and moved that the following resolution be adopted:

RESOLVED, That the President of the Board of Directors is hereby authorized to sign a deed transferring to the Kanawha County Board of Education a 0.0313 acre tract of land on the northern edge of the Sissonville Branch property for the purpose of assisting the Board in the transfer to the Department of Highways all property required to construct Tinney Lane.

Mrs. Chilton seconded the motion, and it was unanimously carried.

Mr. Moss reported that the Building Committee met and had a pre-bid conference for the new Sissonville library project. The Committee prequalified the bidders. Four bidders were approved to submit bids for the construction of the new Sissonville Branch Library. Mr. Moss reviewed the tabulation sheet developed by the architect, Lloyd Miller, and discussed the base bids, number of days to complete, and the alternates that were included in the bid.

Discussion took place of the monies pledged to the library at this time for the construction of the new Sissonville Library. Mrs. Wright stated that the library has the money available in other funds to award this contract at this time and to not hold up the process any longer.

After much discussion, Mr. Moss moved that the following resolution be adopted:

RESOLVED, That the bid for construction of the Sissonville Branch Library be awarded to Wiseman Construction Company in the amount of $846,200 to be built in 180 days.

Mr. Price seconded the motion, and it was unanimously carried.

After further Discussion and upon a motion by Mr. Moss, seconded by Mr. Kauffelt and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services officer, with the approval of the President or First Vice President of the Board, may execute change orders for the Sissonville Library construction project in an aggregate amount not to exceed $40,000, and

FURTHER RESOLVED, that any changes that transpire will be reported at the next meeting of the Board of Directors.

Ms. Wright reported that Westfield Companies had entered a request for a restraining order against the library in federal court. The judge dismissed the request.

Ms. Wright reviewed with the Board the reasons Westfield Companies brought the restraining order and the reasons the judge dismissed the case.

Ms. Wright reported that Westfield Company is now suing the Library claiming the Library has damaged their reputation. Dr. Ranson stated that our insurance carried has been notified of this suit against the library. Discussion took place on the type of insurance coverage the Library carries.

OLD BUSINESS.

1. Cross Lanes. Ms.Wright stated that she wanted to make sure everyone was aware that the suit the Library had against Ohio Farmers Insurance Company with regard to the Cross Lanes building was dismissed by Judge Copenhaver on April 27.

2. Sissonville. Ms. Wright reported that the groundbreaking event at Sissonville was a great success.

Discussion took place on who the speakers were at the Sissonville groundbreaking event and the representation of the Board of Education.

NEW BUSINESS.

1. Dunbar Donation. Ms. Wright reported that the Library was approached by a Mr. Jim Thornton, a well known interior decorator, regarding starting a fund on behalf of his grandmother that is deceased. We have received approximately $600 in donations from people who knew his grandmother. In addition, Mr. Thornton has discussed with Sandra Turner, Dunbar Branch Librarian, about completely remodeling the tutor room at the Dunbar location in memory of his grandmother. The work will soon begin and a reception will be held sometime this summer to formally recognize this donation. Mr. Thornton is very interested in encouraging others to think of the library when considering donations.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 15, 2000

A Special Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, May 15, 2000 at 12:15 p.m. in the Board Room of the Library.

The following members were present:

Mr. Kauffelt	Mr. Smith
Mr. Rolston	Ms. Tarr
Mr. Ruestle	Ms. Whitehead
Mrs. Rugeley	

Also present were Dr. Fred Ranson, Administrative Services Officer, and Ms. Diana Grant, Administrative Assistant.

Mr. T. D. Kauffelt, Second Vice President, presided.

Mr. Kauffelt reported that the Executive Committee met to discuss the decision made by U. S. District Judge John T. Copenhaver with regard to the Library's lawsuit alleging bad faith against Westfield Companies.

After discussion and upon a motion by Mr. Smith, seconded, and unanimously carried, the following amended resolution was adopted:

RESOLVED, That the Library not pursue an appeal of the decision by U. S. District Judge John T. Copenhaver with regard to the Library's lawsuit alleging bad faith against Westfield Companies.

Mrs. Rugeley noted that it was also the attorney's recommendation not to pursue this matter.

Dr. Ranson then updated the Board on the action taken against the Library by Westfield Companies.

There being no further business, the meeting was adjourned.

T. D. Kauffelt
Second Vice President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 12, 2000

The Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, June 12, 2000 at 4:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Dr. Bailey	Mr. Price
Dr. Byrd	Mr. Ray
Ms. Chilton	Mr. Reustle
Ms. Graff	Mr. Rolston
Mr. Kauffelt	Mrs. Rugeley
Mr. Moss	Mr. Smith
Ms. Pauer	Ms. Tarr
Ms. Poffenbarger	Ms. Whitehead

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Linda Miller, Public Services Manager and Ms. Diana Grant, Administrative Assistant. *Guest:* Cindy Miller, Marketing & Development Manager.

Dr. Kenneth Bailey, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon a motion by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the Minutes of the regular meeting held May 8, 2000 and the Minutes of the Special meeting held on May 15, 2000 were approved as mailed.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Ms. Graff, and unanimously carried, the payment of General Bills in the amount of $203,139.32 and Book Bills in the amount of $85,428.92 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills for Special Funds. The Library Director submitted bills to be paid from Special Funds of $7,054.56 duly certified and approved in accordance with the bylaws and on motion of Ms. Chilton, seconded by Ms. Graff, and unanimously carried, it was ordered that the bills set out on the list be paid.

Director's Monthly Report: Ms. Wright gave an oral report on the activities of the Library for the month of May. Included were the following:

Two examples of successful outreach activities in may include Tammy Parker, Clendenin Branch Manager, staffing a library display at the Elk River Community Awareness Day at the Elkview Community Center. She received a number of applications for library cards and made some contacts that may be beneficial for future programs at the library. The staff of the Marketing & Development Office developed and staffed the Library's exhibit for three days at the Senior Expo at the Civic Center. They registered 115 people for library cards. In addition a number of staff members made presentations in numerous schools around the county regarding the library's summer reading program which began this past weekend.

Two programs on Irish and Italian contributions to West Virginia labor history were held during the lunch hour at the Charleston Library. Almost forty people attended these programs which were organized by Yvonne Farley of the Reference staff and cosponsored by the West Virginia Labor History Association.

Follow-up work on the SIRSI database of the library's holding continued in May. The Children's Services staff manually edited over 2500 juvenile deposit items. This completed the juvenile deposit corrections which involved working on more than 45,000 items in this collection. The Reference staff manually moved from VTLS to SIRSI notations regarding well over 10,000 overdue items. Work was also done by the Sissonville staff on several thousand items.

Elizabeth Fraser, who has been the acting head of the Reference Department for the past six months, has been appointed to the position of Head of Reference. She replaces Linda Miller who was promoted to the position of Public Services Manager.

The Charleston Library played a small part in the international conference on rural aging that was held last week. On Saturday, representatives from Mongolia, Turkey and Mozambique came to the library to use our computers to send email.

Staff Presentation. Ms. Wright introduced Cindy Miller, Marketing & Development Manager, and briefly spoke to the four different training sessions that Cindy has completed since being in this position.

Cindy distributed the following flyers and brochures and briefly discussed: Street Fair, Riverside billboards and bookmarks, 2000 Fund for the Library. She spoke about the activities that have taken place since the realignment of the two departments and the upcoming planned programs. She reported that publicity has been stepped up at the eastern end of the county to promote the Riverside Branch Library. Included in that publicity is two billboards at the eastern end of the county.

Cindy announced that the Summer Reading Club kicked off this past Saturday. She showed the Board of Directors a video of a 30-second public service announcement

produced by WSAZ on the Summer Reading Club that will be aired through the end of June.

Also mentioned was the upcoming 2nd Annual Street Fair on Saturday, June 17 from 10 a.m. – 4 p.m. *Rhythms and Rhymes* is the title of a series of programs that will take place this fall out on the front plaza of the Charleston library. This will be a brown bag style program and will include jazz, rap, and old time music and poetry readings.

The Book Sale will be Saturday, August 26 from 8 a.m. – 8 p.m. The sale will be moved into a larger area in the Civic Center. The Book Sale will close from 4 – 4:30 p.m. and reopen at 4:30 p.m. when we will have a $2 bucks a bag sale.

Cindy briefly reported on The Library Foundations activities which included the 2000 Annual Fund that kicked off in May, the plans of developing a Charleston Library Friends Steering Committee, securing funding for the 2001 summer reading club and the sale of the reproductions of the Charleston library picture.

It was suggested by a Board member that we try to put the library's internet address on as much correspondence as possible when advertising our programs and activities.

Reports of Committees:

1. Financial Affairs Committee. Mr. Smith discussed the following resolutions and upon a motion by Mr. Smith, seconded by Ms. Chilton and unanimously carried, the following resolutions were adopted:

RESOLVED, That the FY 1999/2000 budget be amended by the following supplements:

- $20,000 be received from a legislative digest grant for use at the Riverside Branch Library.

- $2,100 received from the West Virginia Library Commission for a Poetry Grant be allocated to create a Poetry Grant line item in the Reference Department's budget to be used for a series of July programs taking place on the Charleston plaza.

RESOLVED, That the Budget of the current 1999/2000 fiscal year be amended to reflect the non-appropriated receipts of $393,122.88 as submitted to this meeting and any additional money received between this date and June 30, 2000.

The non-appropriated receipts report is attached to the minutes of this meeting.

RESOLVED, That the Library authorizes the Kanawha County Board of Education to cancel outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

A copy of the outstanding checks report is attached to the minutes of this meeting.

OLD BUSINESS.

1. Sissonville. Ms. Wright reported that work on the new building continues at the Sissonville Branch Library. The contractor is currently tearing out the old parking

lot. Fred Ranson and Bruce Moss has been visiting the site and attending the weekly site meetings. Bob Becher, a member of the Building Committee, has also attended two of these meetings.

Ms. Wright reported that we have received a letter from the West Virginia Library Commission stating that we can do as we see fit with the existing Sissonville Library building. Ms. Wright stated that we will now need to get someone to remove the existing building and would like to seek proposals at this time. A legal ad will be placed in the Charleston newspapers as well as posting signs at the Sissonville Branch Library. She stated that we could look into the possibility of placing an ad in the local metro paper for the Sissonville area.

After discussion and upon a motion by Mr. Price, seconded by Ms. Graff, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director and Administrative Services Officer are authorized to seek proposals from a legitimate West Virginia registered corporation for the removal of the current Sissonville branch library building in order to complete construction of the new facility; and

FURTHER RESOLVED, that the Library Director and Administrative Services Officer after evaluating any proposals received would bring a recommendation back to the Board for final action on this matter.

2. Clendenin. Ms. Wright reported that she and Fred Ranson have toured the recently purchased building beside the Clendenin Branch Library with architect, John Harris. It has been determined that there are no load bearing walls, which allows the

library to maximize our ability to merge the two buildings together. Mr. Harris is developing a proposal for preparing a schematic drawing of how this can best be accomplished and developing an estimation of costs for such a project.

3. Main Library. Ms. Wright reported that she has met with Lloyd Miller and has given him large amounts of information regarding the Main Library. He in turn, has read and asked for comments on some of the sections. Next week he will be doing a walk through of the main library with several consulting engineers. The study will take approximately 4-5 months.

NEW BUSINESS.

1. Appointment of Nominating Committee. Dr. Bailey announced that he has appointed Nelle Chilton, Harry Reustle, and Virginia Rugeley as the Nominating Committee. This Committee will consider and recommend nominations for the election of officers at the annual meeting to be held in July. Ms. Chilton will chair the committee.

2. Appointment of Library Foundation Board Members. Mr. Ray reported that Kanawha County Public Library is the sole member of the Library Foundation of Kanawha County, Inc. and therefore can name its Board members. Current members have terms that are expiring so the Kanawha County Public Library Board of Directors needs to reappoint these members or new members to the Library Foundation of Kanawha County, Inc.

Ms. Wright announced that Mr. Ray has stepped down from the President's position of the Library Foundation of Kanawha County, Inc., but will remain as a member on the Foundation's Board. Mrs. Virginia Rugeley has been elected President of the Foundation Board and Ms. Chilton, Vice President.

After discussion and upon a motion by Mr. Ray, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

RESOLVED, That in accordance with Article VI, Section 6.1 of the Bylaws of the Library Foundation of Kanawha County, Inc. the following individuals be nominated and elected to serve on the Foundation's Board of Directors for the following terms:

Nelle R. Chilton – six year term which expires 6/30/2006
William Maxwell Davis – six year term which expires 6/30/2006

3. Annual Meeting. The date for the annual meeting has been set for Friday, July 14 at 2:00 p.m. at the Riverside Branch Library. Ms. Wright stated that the Riverside location is closed on that day.

4. Update on Lawsuit with Westfield Companies. Dr. Bailey reported that the Executive Committee met with attorney Johnnie Brown, who has been designated by our insurance carrier to represent the Library. Mr. Brown has copied us his letter suggesting to the insurance company that the library has a number of defenses. More information will be brought to the Board of Directors as it is made available.

5. Other. Mrs. Rugeley reiterated that the Marketing & Development Department has been and are involved in many, many projects and activities. She encouraged all Board members to let Cindy know that she is doing a great job.

Dr. Bailey announced that the Board of Directors has 100% attendance at today's meeting.

There being no further business the meeting was adjourned.

Joann K. Bailey
President

Linda F. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

NON-APPROPRIATED (IN BEGINNING 99/00 BUDGET) RECEIPTS

1999/2000

Kanawha County Commission – Sissonville Grant	$ 100,000.00
Elk Valley Library	96.00
Glasgow Library	35.00
Marmet Library	2,500.00
WV Library Commission – Literacy Grant	4,500.00
WV Library Commission – Preschool Outreach Grant	4,500.00
Interest - over $63,276.00 that was budgeted	53,783.62
Architectural Products – Refund on incorrect order	1,120.00
A T & T – Universal Service Discount refund	124.12
Baker & Taylor – Refund of old account credit	13.52
Bell Atlantic – Universal Service Discount refund	22,827.91
Diane Publishing Co. – Out of print title refund	20.00
Dow Jones & Co. – Refund of cancelled subscription	99.49
K-Mart – Refund for battery adjustment	27.00
Kaye Wood Inc. – Overpayment refund	15.20
Sam's Club – Refrigerator rebate	10.00
U-Haul – Deposit refund	17.25
Judy Duncan - Long distance calls reimbursement	.35

Lucy Morris - Long distance calls reimbursement	1.03
Darlene Reynolds - Long distance calls reimbursement	1.03
Cross Lanes Library Board – Postage refund	370.62
Elk Valley Library Association, Inc. – Postage refund	525.72
Eddie Childers – Dental Vision family coverage	38.01
Kanawha County Public Library – Dental Vision Insurance	14,152.39
Teresa Mullins – Cobra Coverage – Dental Vision Insurance	17.93
Sharon Patton – Dental Vision family coverage	25.34
Sandra Trimble – Cobra Coverage – Dental Vision Insurance	215.16
Darlene Burdette – Change in health insurance coverage	5.97
Mary Lou Lucas – Change in health insurance coverage	26.82
Annette Phillips – Change in health insurance coverage	45.70
Olivia Bravo – Expense advance reimbursement	79.63
Elizabeth Fraser – Expense advance reimbursement	14.99
Cynthia Miller – Expense advance reimbursement	57.68
Stephanie Napier-Tyree – Expense advance reimbursement	30.17
Pamela Shillingburg – Expense advance reimbursement	7.91
WVLC for Julia Spiegler – Expense advance reimbursement	80.60
Name Badges	24.75
Angela Cash – Returned check payment	30.00
Harriett Fitzgerald – Returned check payment	6.40
Signora Heyliger – Returned check payment	4.00
Rebecca Kerns – Returned check payment	7.50

Anita Taylor – Returned check payment	12.50
Book Covers	18.50
Meeting Room Fees	436.80
City National Bank – Returned check fee reimbursement	20.00
Clendenin Waterworks – Rent	600.00
DPIC Companies – Cross Lanes settlement for Silling Assoc.	30,000.00
Silling Associates – Cross Lanes settlement	20,000.00
Daniels Law Firm – Copies reimbursement	227.50
Goldberg, Persky, Jennings & White – Copies reimbursement	78.00
Kanawha County Board of Education – Sirsi costs for Horace Mann	1,342.40
Kanawha County Board of Education – Sirsi costs for Ruthlawn	1,500.00
KCPL Special Funds – Cross Lanes building damage transfer	9,577.18
KCPL Special Funds – Transfer from Deskins for Sissonville	11,177.33
KCPL Special Funds – Transfer from SPAN for Sissonville	40,723.44
KCPL Special Funds – Transfer from Gates Grant for payment in error	444.00
Koontz Realty Co. – Rent	100.00
Library Foundation of Kanawha County, Inc. – Cross Lanes Building Project funds transfer	8,425.28
McCabe-Henley Properties – Right of way payment	500.00
City of Nitro – Budget supplements	1,000.00
State of WV – Gasoline excise tax refund	269.58
Norma Truluck – Education expense reimbursement	506.76

Norma Truluck – Copies reimbursement	14.80
Westfield Companies – Cross Lanes claim	690.00
WV Legislative Digest – Sissonville Building Project	40,000.00
WV Legislative Digest – Riverside Building Project	20,000.00
	$ 393,122.88

As of 5/31/00

OUTSTANDING CHECKS

January 1, 1999 – December 31, 1999

DATE	NAME	CHECK#	AMOUNT
1/15/99	Thomas Persinger	40001562	14.95
2/19/99	Maria Bare	40001832	10.95
3/23/99	Steven Wade	40002062	19.99
5/11/99	Service Office Supply *	40002403	240.00
6/23/99	ALA Graphics	40002707	37.00
8/17/99	Nitro High School Choral Boosters	40003184	20.00
9/7/99	Laura Saloiye	40003308	3.75
9/28/99	Benjamin Christensen	40003489	5.00
12/6/99	Emily Archer	40003970	15.00
12/6/99	Sue Ann Cupps	40003994	8.10
12/20/99	Beth Ann Burdette	40004114	8.95
12/20/99	John Skaggs	40004130	14.95
2/10/99	Stacy Moore	30002315	165.13
7/23/99	Betty Jane Harper	30003955	.01
	TOTAL		$ 563.78

* Check #40002403 was voided and replaced. Did not get voided in computer.

Breakdown of outstanding checks:	
Voided and replaced	$ 240.00
Patron refunds not cashed	101.64
Payroll checks not cashed	165.14
Other	57.00
Total	$ 563.78